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U. S. Department of Agriculture

INSTRUCTIONS FOR PREPARATION OF  
LISTING SHEET, SB-509  
1941 SUGAR BEET PROGRAM

(For Use by County Committees)

In preparing SB-509, Listing Sheet, 1941 Sugar Beet Program, entries in columns (40) to (47), inclusive, entries in the upper right-hand corner of the sheet, and county totals shall be made in pencil, while all other entries shall be made in heavy lettering with jet black ink in order that such listing sheets may be duplicated in the State office by a mechanical process. Other colors of ink, including blue-black, and penciled entries are not satisfactory for duplicating purposes. The penciled entries will be copied in ink in the State office after verification. When columns (1) to (43), inclusive, and column (48) have been completed, SB-509 should be forwarded to the State committee for verification.

Columns (44) and (45) may be completed as soon as 1941 planted acreages of sugar beets have been determined. Columns (46) and (47) will not be completed until completed forms SB-507, "1941-Sugar Beet Marketing Report," are received. Entries in such columns may be made in pencil.

The entries on SB-509 shall be rounded to the number of decimal places indicated by the heavy blue lines in the various columns. For example, the entries in columns (5) to (18), inclusive, (40), and (43) to (47), inclusive, shall be rounded to one decimal place, as 00.0; columns (19) to (39), inclusive, and (41), to two decimal places, as 00.00; and column (42) to three decimal places, as 00.000. All county averages and normals to be entered in the upper right-hand corner shall be rounded to two decimal places.

In all cases involving decimals the results of computations shall be carried to two decimal places beyond the number of decimal places required in the result and rounded back to the required number of decimal places. Entries other than computations shall also be rounded to the required number of decimal places. In rounding, if the digits beyond the required number of decimal places amount to 50 or less, they shall be dropped, and if such digits amount to more than 50, they shall be counted as one and added to the figure in the next decimal place to the left.

Enter the names of the State and county and the sheet number in the spaces provided therefor at the top of each sheet. Sheets shall be numbered consecutively.

LISTING DATA BY FARMING UNITS

Column (1). Enter in consecutive order the serial numbers assigned to forms SB-502, Farming Unit Report, for all of the farming units in the county on which sugar beets were planted for harvest in 1941.

Column (2). This column may be used to designate particular areas within the county, such as townships or territories of sugar company fieldmen.

Column (3). Enter the name of the operator on each farming unit, as taken from Section I, item 1 of SB-502.



Column (4). Enter the name or an abbreviation of the name, of the beet sugar factory as taken from the upper right-hand corner of SB-502. If two factory names appear on SB-502, enter the name, or an abbreviation of the name, of the factory to which the major portion of the planted sugar beet acreage on the farming unit was contracted.

For any farming unit on which sugar beets were planted in 1937, 1938, 1939, or 1940, data with respect to previous sugar beet crops will be listed on listing sheets SB-109, SB-209, SB-309, or SB-409. For any farming unit on which sugar beets were not planted in such years but on which sugar beets were planted during the years 1934 to 1936, inclusive, data may be obtained from forms used in carrying out programs under the Jones-Costigan Act or from form SB-106, 1936 Sugar Beet Marketing Report, which was used under the 1937 sugar beet program. Data with respect to the 1940 sugar beet crop may be obtained from SB-410, Application for Payment.

Care should be taken to be certain that the data entered on SB-509 are the correct data for the acreage which constitutes the farming unit in 1941. Farming units should not be listed as new producing units in 1941 until all available records for 1934 to 1940, inclusive, have been checked for history of production. All changes of operators of sugar beet producing farming units should be carefully checked.

In completing columns (5) to (39), inclusive, enter a dash ( - ) in the appropriate columns for any year in which no sugar beets were planted on a farming unit. However, in the case of a total abandonment of planted sugar beet acreage, enter the number of planted acres in the appropriate column of columns (5) to (11), inclusive, enter a zero (0) in the corresponding column of columns (12) to (18), inclusive, and enter a dash in the appropriate columns of columns (26) to (39), inclusive. The yield in tons per acre to be entered in the appropriate column of columns (19) to (25), inclusive, will, of course, be zero (0).

Columns (19) to (25), inclusive. Enter the number of tons of sugar beets per planted acre produced and delivered from the farming unit. Wherever possible, obtain such data from the appropriate columns of forms SB-109, SB-209, SB-309, or SB-409. If not obtainable from this source, these entries shall be derived as follows:

Column (19): (12) divided by (5).  
Column (20): (13) divided by (6).  
Column (21): (14) divided by (7).  
Column (22): (15) divided by (8).  
Column (23): (16) divided by (9).  
Column (24): (17) divided by (10).  
Column (25): (18) divided by (11).

Make no entries in columns (26) to (39), inclusive, for farming units from which sugar beets were contracted to be delivered in 1941 under other than an "individual test contract."

For farming units from which sugar beets were contracted to be delivered in 1941 under "individual test contracts," complete columns (26) to (39) as follows:



Columns (26) to (32), inclusive. Data for these columns may be obtained from listing sheets SB-109, SB-209, SB-309, or SB-409, or from marketing reports obtained under the 1937, 1938, 1939, or 1940 sugar beet programs.

Columns (33) to (39), inclusive. Enter the number of tons of sugar for the years 1934 to 1940, inclusive. Wherever possible, obtain such data from the appropriate columns of forms SB-109, SB-209, SB-309, or SB-409. If not obtainable from this source, these data shall be derived as follows:

Column (33): (12) multiplied by (26).  
Column (34): (13) multiplied by (27).  
Column (35): (14) multiplied by (28).  
Column (36): (15) multiplied by (29).  
Column (37): (16) multiplied by (30).  
Column (38): (17) multiplied by (31).  
Column (39): (18) multiplied by (32).

#### ESTABLISHING COUNTY TOTALS, AVERAGES, AND NORMALS

Columns (5) to (18), inclusive. After all data for individual farming units have been listed, obtain the totals for columns (5) to (18), inclusive, for each sheet.

If the data for all farming units in the county are listed on one sheet, the sheet totals will constitute the county totals. If more than one sheet is required, prepare a county summary on the last sheet, if enough space is available, or on a separate sheet if space is not available. The county summary shall be prepared in the following manner: Enter in column (3) the consecutive sheet numbers, for example: "Total Sheet #1, Total Sheet #2," etc., and transfer the totals of such sheets to the appropriate columns of the county summary. Add the sheet totals to obtain county totals.

Columns (19) to (25), inclusive. Obtain the weighted county averages of tons of sugar beets produced per acre to be entered on the same line as the county totals. These averages shall be derived as follows:

Column (19): County total of (12) divided by county total of (5).  
Column (20): County total of (13) divided by county total of (6).  
Column (21): County total of (14) divided by county total of (7).  
Column (22): County total of (15) divided by county total of (8).  
Column (23): County total of (16) divided by county total of (9).  
Column (24): County total of (17) divided by county total of (10).  
Column (25): County total of (18) divided by county total of (11).

The weighted average thus obtained for any one of the years 1934 to 1940, inclusive, for which data are listed for ten or more farming units in the appropriate column, will be the county average yield in tons per acre for such year. Transfer the county average yields thus obtained to the spaces provided therefor in the upper right-hand corner of each sheet. Do not transfer the average obtained in any column in which data for less than ten farming units are listed.



If county average yields for three or more of the years of 1934 to 1940, inclusive, are so transferred, enter in the space designated "county normal" on the line for "Tons of sugar beets per acre" in the upper right-hand corner of each sheet, the simple average of all the county average yields transferred, which simple average will be the county normal yield in tons per acre. If county average yields for less than three of the years 1934 to 1940, inclusive, are transferred in accordance with the foregoing instructions and if a county normal yield is required to establish a normal yield for any farming unit, the State committee will establish such county normal yield. The State committee will also establish a county average yield for each year for which data for at least one farming unit but less than ten farming units are listed, if such a county average yield is required to establish a normal yield for any farming unit.

If the county normal yield or the county average yield for any year or years is to be established by the State committee, the county committee shall complete SB-509 insofar as possible on the basis of the instructions contained herein. When SB-509 is forwarded to the State committee, such county normal yield or county average yield or yields will be established and the remaining computations on SB-509 will be completed.

If entries have been made in columns (26) to (39), inclusive, proceed as follows:

Columns (33) to (39), inclusive. Obtain sheet totals and county totals for these columns in the manner prescribed for columns (5) to (18), inclusive.

Columns (26) to (32), inclusive. Obtain the weighted county average percentages of sugar content of sugar beets to be entered on the same line as the county totals. These average percentages shall be derived as follows:

- Column (26): County total of (33) divided by county total of (12).
- Column (27): County total of (34) divided by county total of (13).
- Column (28): County total of (35) divided by county total of (14).
- Column (29): County total of (36) divided by county total of (15).
- Column (30): County total of (37) divided by county total of (16).
- Column (31): County total of (38) divided by county total of (17).
- Column (32): County total of (39) divided by county total of (18).

The weighted average percentage thus obtained for any one of the years 1934 to 1940, inclusive, for which data are listed for ten or more farming units in the appropriate column, will be the county average percentage of sugar content of sugar beets for such year. Transfer the county average percentages thus obtained to the spaces provided therefor in the upper right-hand corner of each sheet. Do not transfer the average percentage obtained in any column in which data for less than ten farming units are listed.

If county average percentages of sugar content for at least three of the years 1934 to 1940, inclusive, are so transferred, enter in the space designated "County normal" on the line for "Sugar content of sugar beets" in the upper right-hand corner of each sheet the simple average of all the county average percentages transferred, which simple average will be the county normal percentage of sugar



content of sugar beets. If county average percentages for less than three years are transferred in accordance with the foregoing instructions, and if a county normal percentage of sugar content is required to establish a normal percentage of sugar content for any farming unit, the State committee will establish the county normal percentage of sugar content. The State committee will also establish a county average percentage of sugar content for each year for which data for at least one farming unit but less than ten farming units are listed, if such a county average percentage of sugar content is needed to establish a normal percentage of sugar content for any farming unit.

If the county normal percentage of sugar content, or the county average percentage of sugar content for any year or years is to be established by the State committee, SB-509 shall be completed insofar as possible before it is forwarded to the State office. All remaining computations will be completed in the State office after the county normal percentage of sugar content or county average percentage or percentages of sugar content have been established.

#### ESTABLISHING NORMAL YIELDS FOR FARMING UNITS

Column (40).

(1) For each farming unit on which sugar beets were planted for harvest in three or more of the years 1934 to 1940, inclusive, enter in column (40) the simple average of the annual average yields per acre for all of the years 1934 to 1940, inclusive, in which sugar beets were planted for harvest. Obtain the simple average by adding the yields entered in columns (19) to (25), inclusive, and dividing the resulting total by the number of years for which such yields are listed, including every year in which sugar beets were planted for harvest, even though the yield for any such year was zero (0).

(2) For each farming unit on which sugar beets were planted for harvest in only one or two of the years 1934 to 1940, inclusive, enter in column (40) the number of tons obtained as follows:

- (a) Obtain the total of the annual average yields for the farming unit for such year or two years;
- (b) Obtain the total of the county average yields for such year or two years;
- (c) Divide the result obtained under (a) by the result obtained under (b), rounding to three decimal places; and
- (d) Multiply the county normal yield by the result obtained under (c) (except that if the result obtained under (c) is less than .80, multiply by .80; and if the result obtained under (c) is more than 1.20, multiply by 1.20) and enter the result in column (40).



EXAMPLE 1.

- Facts: (a) Sugar beets planted for harvest in 1936 and 1938 only.
- (b) Average yield per acre for the farming unit, 11.76 tons in 1936 and 12.55 tons in 1938.
- (c) County average yield per acre, 10.43 tons in 1936 and 11.40 tons in 1938.
- (d) County normal yield, 11.65 tons per acre.

Computation of normal yield per acre:

- (a)  $11.76 + 12.55 = 24.31$
- (b)  $10.43 + 11.40 = 21.83$
- (c)  $24.31 \div 21.83 = 1.114$
- (d)  $11.65 \times 1.114 = 13.0$  (normal yield in tons per acre)

EXAMPLE 2.

- Facts: (a) Sugar beets planted for harvest in 1938 only.
- (b) Average yield per acre for the farming unit, 12.72 tons in 1938.
- (c) County average yield per acre, 10.21 tons in 1938.
- (d) County normal yield, 9.82 tons per acre.

Computation of normal yield per acre:

- (a) 12.72
- (b) 10.21
- (c)  $12.72 \div 10.21 = 1.246$  (more than 1.20)
- (d)  $9.82 \times 1.20 = 11.8$  (normal yield in tons per acre)

(3) For a farming unit on which sugar beets were not planted for harvest in any of the years 1934 to 1940, inclusive, enter in column (40), 90% of the county normal yield per acre.

Column (41).

For farming units from which sugar beets were contracted to be marketed in 1941 under any type of agreement other than an "individual test contract," enter in column (41) the district normal percentage of sugar content of sugar beets, as shown below, for the factory named in column (4). If, in the county,



beets, as shown below, for the factory named in column (4). If, in the county, sugar beets were contracted in 1941 in only one district, enter the normal percentage of sugar content for such district in the first line of each sheet only.

<u>Factory district</u>	<u>Percentage</u>	<u>Rate</u>	<u>Factory district</u>	<u>Percentage</u>	<u>Rate</u>
Alma (Mich.)	15.39	2.995	Findlay (Ohio)	15.36	2.989
Bay City "	15.84	3.082	Fremont "	15.00	2.919
Blissfield "	14.99	2.917	Ottawa "	14.72	2.865
Caro "	15.77	3.069	Paulding "	15.17	2.952
Croswell "	16.59	3.228	Decatur (Ind.)	15.56	3.028
Holland "	15.32	2.981	Green Bay (Wisc.)	15.48	3.012
Lansing "	15.52	3.020	Chaska (Minn.)	14.60	2.841
Menominee "	15.68	3.051	E. Grand Forks "	16.30	3.172
Mt. Clemens "	15.88	3.090	Mason City (Iowa)	14.06	2.736
Mt. Pleasant "	15.88	3.090	Grand Island (Neb.)	14.67	2.855
Saginaw "	15.31	2.979	Torrington (Wyo.)	16.04	3.121
Sebewaing "	16.19	3.151	Belle Fourche (S.Dak.)	16.69	3.248
St. Louis "	15.34	2.985			

For farming units from which sugar beets were contracted to be marketed in 1941 under "individual test contracts," obtain the entry for column (41) as follows:

(1) In cases in which sugar beets were marketed in at least three of the years 1934 to 1940, inclusive, enter in column (41) the simple average of the annual average percentage of sugar content for such years. Obtain the simple average by adding the entries in columns (26) to (32), inclusive, and dividing the resulting total by three, four, five, six, or seven, as the case may be.

(2) In cases in which sugar beets were marketed in only one or two of the years 1934 to 1940, inclusive, enter in column (41) the percentages of sugar content obtained as follows:

- Obtain the total of the average percentages of sugar content for the farming unit for such year or two years;
- Obtain the total of the county average percentages of sugar content for such year or two years;
- Divide the result obtained under (a) by the result obtained under (b), rounding to three decimal places; and
- Multiply the county normal percentage of sugar content by the result obtained under (c), and enter the result in column (41).

EXAMPLE:

Facts: (a) Sugar beets marketed in 1935 and 1936.



- (b) Average percentage of sugar content for the farming unit, 16.17 in 1935 and 16.80 in 1936.
- (c) County average percentage of sugar content of sugar beets, 16.50 in 1935 and 15.94 in 1936.
- (d) County normal percentage of sugar content, 16.42.

Computation of normal percentage of sugar content:

- (a)  $16.17 + 16.80 = 32.97$
- (b)  $16.50 + 15.94 = 32.44$
- (c)  $32.97 \div 32.44 = 1.016$
- (d)  $16.42 \times 1.016 = 16.68$  (normal percentage of sugar content)

(3) In cases in which sugar beets were not marketed in any of the years 1934 to 1940, inclusive, enter the county normal percentage of sugar content.

Column (42).

For farming units from which sugar beets were contracted to be marketed in 1941 under any type of agreement other than "individual test contracts," enter the rate of commercially recoverable sugar per ton of sugar beets, as shown on the preceding page, for the factory named in column (4). If sugar beets were contracted in 1941 in only one district, enter such result on the first line of each sheet only.

For each farming unit from which sugar beets were contracted to be marketed in 1941 under an "individual test contract," enter the rate of commercially recoverable sugar per ton of sugar beets which, according to SB-416, is the rate of commercially recoverable sugar from sugar beets of the sugar content shown in column (41) for such farming unit. (SB-416 is the table of rates of recoverable sugar, according to various percentages of sugar content, which was used under the 1940 sugar beet program.)

Column (43). Enter the normal yield of commercially recoverable sugar per acre, obtained by multiplying the entry in column (40) by the entry in column (42).

Columns (44) to (47), inclusive. Make no entries in these columns before forms SB-509 are submitted to the State office for verification.

Column (48). Transfer the serial numbers from column (1) to column (48).

#### ESTABLISHMENT OF ABANDONMENT AND DEFICIENCY AREAS

Columns (44) to (47), inclusive, are designed to assist in the establishment of abandonment and deficiency areas, within which farming units on which there was abandoned acreage or crop deficiency of harvested acreage may be approved for payment.



Column (44). Enter in this column the acreage planted to sugar beets for harvest for the extraction of sugar on each farming unit, as taken from SB-502.

Column (45). Enter in this column the normal production of commercially recoverable sugar from the 1941 planted acreage as obtained by multiplying the entry on each line in column (43) by the entry on the corresponding line in column (44).

Column (46). Enter in this column the amount of sugar commercially recoverable from the sugar beets produced on each farming unit and marketed for the extraction of sugar, as taken from column (8) of SB-507. Care should be exercised to be sure the proper data are entered in column (46) for the farming unit on which the sugar beets were grown.

Column (47). Enter in this column the percentage which actual production is of normal production, as obtained by dividing the entry on each line in column (46) by the entry on the corresponding line on column (45).

When columns (44) to (47), inclusive, have been completed, the county committee shall determine the farming units on which the actual production of commercially recoverable sugar from the acreage planted to sugar beets in 1941 is less than 80% of the normal production of commercially recoverable sugar because of drought, flood, storm, freeze, disease or insects. For each such farming unit, the entry in column (47) shall be encircled. In making this determination the committee should consider information recorded on SB-502, as well as any other available information.

Before encircling any entry in column (47), the committee should make certain that the failure to obtain a production equal to 80% of normal was directly due to drought, flood, storm, freeze, disease, or insects and that the sugar beets were planted on acreage suitable for sugar beet production and were cared for up until the time of harvest or abandonment in a manner which could have been expected, under average conditions, to produce a normal crop of sugar beets.

If the number of encircled entries in column (47) is 10% or more of the total number of farming units in the county on which sugar beets were planted for harvest in 1941, the county committee shall prepare a certification similar to the following and shall transmit such certification to the State committee.

CERTIFICATION OF ENTIRE COUNTY AS  
ABANDONMENT AND DEFICIENCY AREA--  
1941 SUGAR BEET PROGRAM

I, a member of the county committee of \_\_\_\_\_ county, hereby certify that the county committee has determined from the records of all of the farming units in the county upon which sugar beets were planted for harvest in 1941 that on 10% or more of such farming units, the actual yields of commercially recoverable sugar were less than 80% of the respective normal yields from the planted sugar beet acreage for such farming units because of drought, flood, storm, freeze, disease, or insects.



The county committee, therefore, designates the entire county of \_\_\_\_\_, as a sugar beet acreage abandonment and crop deficiency area.

For the County Committee: \_\_\_\_\_

If the number of encircled entries in column (47) is less than 10% of the total number of farming units in the county on which sugar beets were planted for harvest in 1941, the county committee shall determine whether, for any local producing area within the county, the number of encircled entries in column (47) is 10% or more of the farming units on which sugar beets were planted for harvest in 1941 in such local producing area. A local producing area shall be deemed to include all contiguous farming units in a county which are found by the County committee to be similar with respect to types of soil, or with respect to topography. Farming units separated by any natural barrier such as mountains, or by large areas of land, shall not be included within the same local producing area.

For each local producing area which the county committee desires to designate as an acreage abandonment and crop deficiency area, the committee shall prepare a certification similar to the following and shall transmit such certification to the State committee.

CERTIFICATION OF LOCAL PRODUCING AREA  
AS ABANDONMENT AND DEFICIENCY AREA--  
1941 SUGAR BEET PROGRAM

I, a member of the county committee of \_\_\_\_\_ county, hereby certify that the county committee has determined from the records of the farming units covered by the farming unit reports numbered \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_, which are all of the farming units upon which sugar beets were planted for harvest in 1941 in a local producing area consisting of contiguous sugar beet producing farming units which are similar with respect to types of soil or with respect to topography, that on 10% or more of such farming units the actual yields of commercially recoverable sugar were less than 80% of the respective normal yields from the planted sugar beet acreage for such farming units because of drought, flood, storm, freeze, disease, or insects.

The county committee, therefore, designates the local producing area in which the above listed farming units are located as a sugar beet acreage abandonment and crop deficiency area.

For the County Committee: \_\_\_\_\_



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H2456  
SB-512 (WR)

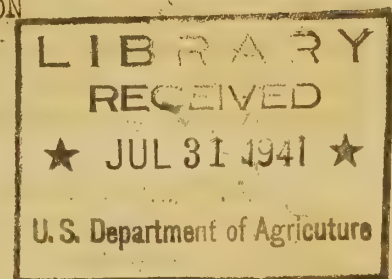
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UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION

Issued June 18, 1941

INSTRUCTIONS FOR PREPARATION OF  
LISTING SHEET, SB-509  
1941 SUGAR BEET PROGRAM

(For Use by County Committees)



In preparing SB-509, "Listing Sheet, 1941 Sugar Beet Program," all entries shall be made in pencil. When columns (1) to (43), inclusive, have been completed SB-509 shall be forwarded to the State office. When the State office has verified all entries, the figures in column (43) will be inked in with indelible ink and the sheet will be initialed by the State Committee. The State office will then transfer the entry for each farming unit in column (43) to an audit listing sheet to be prepared in the State office and SB-509 will be returned to the county office.

Columns (44) and (45) may be completed as soon as 1941 planted acreages of sugar beets have been determined. Columns (46) and (47) will not be completed until completed forms SB-507, "1941 - Sugar Beet Marketing Report," are received.

The entries on SB-509 shall be rounded to the number of decimal places indicated by the heavy blue lines in the various columns. For example, the entries in columns (5) to (18), inclusive, (40), and (43) to (47), inclusive, shall be rounded to one decimal place, as 00.0; columns (19) to (39), inclusive, and (41), to two decimal places, as 00.00; and column (42) to three decimal places, as 00.000. All county averages and normals to be entered in the upper right-hand corner shall be rounded to two decimal places.

In all cases involving decimals the results of computations shall be carried to two decimal places beyond the number of decimal places required in the result and rounded back to the required number of decimal places. Entries other than computations shall also be rounded to the required number of decimal places. In rounding, if the digits beyond the required number of decimal places amount to 50 or less, they shall be dropped, and if such digits amount to more than 50, they shall be counted as one and added to the figure in the next decimal place to the left.

Enter the names of the State and county and the sheet number in the spaces provided therefor at the top of each sheet. Sheets shall be numbered consecutively.

LISTING DATA BY FARMING UNITS

Column (1). Enter in consecutive order the serial numbers assigned to forms SB-502, Farming Unit Report, for all of the farming units in the county on which sugar beets were planted for harvest in 1941.

Column (2). This column may be used to designate particular areas within the county, such as townships or territories of sugar company fieldmen.

Column (3). Enter the name of the operator on each farming unit, as taken from Section I, item 1 of SB-502.



Column (4). Enter the name or an abbreviation of the name, of the beet sugar factory as taken from the upper right-hand corner of SB-502. If two factory names appear on SB-502, enter the name, or an abbreviation of the name, of the factory to which the major portion of the planted sugar beet acreage on the farming unit was contracted.

For any farming unit on which sugar beets were planted in 1937, 1938, 1939, or 1940, data with respect to previous sugar beet crops will be listed on listing sheets SB-109, SB-209, SB-309, or SB-409. For any farming unit on which sugar beets were not planted in such years but on which sugar beets were planted during the years 1934 to 1936, inclusive, data may be obtained from forms used in carrying out programs under the Jones-Costigan Act or from form SB-106, 1936 Sugar Beet Marketing Report, which was used under the 1937 sugar beet program. Data with respect to the 1940 sugar beet crop may be obtained from SB-410, Application for Payment.

Care should be taken to be certain that the data entered on SB-509 are the correct data for the acreage which constitutes the farming unit in 1941. Farming units should not be listed as new producing units in 1941 until all available records for 1934 to 1940, inclusive, have been checked for history of production. All changes of operators of sugar beet producing farming units should be carefully checked.

In completing columns (5) to (39), inclusive, enter a dash ( - ) in the appropriate columns for any year in which no sugar beets were planted on a farming unit. However, in the case of a total abandonment of planted sugar beet acreage, enter the number of planted acres in the appropriate column of columns (5) to (11), inclusive, enter a zero (0) in the corresponding column of columns (12) to (18), inclusive, and enter a dash in the appropriate columns of columns (26) to (39), inclusive. The yield in tons per acre to be entered in the appropriate column of columns (19) to (25), inclusive, will, of course, be zero (0).

Columns (19) to (25), inclusive. Enter the number of tons of sugar beets per planted acre produced and delivered from the farming unit. Wherever possible, obtain such data from the appropriate columns of forms SB-109, SB-209, SB-309, or SB-409. If not obtainable from this source, these entries shall be derived as follows:

Column (19): (12) divided by (5).  
Column (20): (13) divided by (6).  
Column (21): (14) divided by (7).  
Column (22): (15) divided by (8).  
Column (23): (16) divided by (9).  
Column (24): (17) divided by (10).  
Column (25): (18) divided by (11).

Make no entries in columns (26) to (39), inclusive, for farming units from which sugar beets were contracted to be delivered in 1941 under other than an "individual test contract."

For farming units from which sugar beets were contracted to be delivered in 1941 under "individual test contracts," complete columns (26) to (39) as follows:



Columns (26) to (32), inclusive. Data for these columns may be obtained from listing sheets SB-109, SB-209, SB-309, or SB-409; or from marketing reports obtained under the 1937, 1938, 1939, or 1940 sugar beet programs.

Columns (33) to (39), inclusive. Enter the number of tons of sugar for the years 1934 to 1940, inclusive. Wherever possible, obtain such data from the appropriate columns of forms SB-109, SB-209, SB-309, or SB-409. If not obtainable from this source, these data shall be derived as follows:

Column (33): (12) multiplied by (26).  
Column (34): (13) multiplied by (27).  
Column (35): (14) multiplied by (28).  
Column (36): (15) multiplied by (29).  
Column (37): (16) multiplied by (30).  
Column (38): (17) multiplied by (31).  
Column (39): (18) multiplied by (32).

#### ESTABLISHING COUNTY TOTALS, AVERAGES, AND NORMALS

Columns (5) to (18), inclusive. After all data for individual farming units have been listed, obtain the totals for columns (5) to (18), inclusive, for each sheet.

If the data for all farming units in the county are listed on one sheet, the sheet totals will constitute the county totals. If more than one sheet is required, prepare a county summary on the last sheet, if enough space is available, or on a separate sheet if space is not available. The county summary shall be prepared in the following manner: Enter in column (3) the consecutive sheet numbers, for example: "Total Sheet #1, Total Sheet #2," etc., and transfer the totals of such sheets to the appropriate columns of the county summary. Add the sheet totals to obtain county totals.

Columns (19) to (25), inclusive. Obtain the weighted county averages of tons of sugar beets produced per acre to be entered on the same line as the county totals. These averages shall be derived as follows:

Column (19): County total of (12) divided by county total of (5).  
Column (20): County total of (13) divided by county total of (6).  
Column (21): County total of (14) divided by county total of (7).  
Column (22): County total of (15) divided by county total of (8).  
Column (23): County total of (16) divided by county total of (9).  
Column (24): County total of (17) divided by county total of (10).  
Column (25): County total of (18) divided by county total of (11).

The weighted average thus obtained for any one of the years 1934 to 1940, inclusive, for which data are listed for ten or more farming units in the appropriate column, will be the county average yield in tons per acre for such year. Transfer the county average yields thus obtained to the spaces provided therefor in the upper right-hand corner of each sheet. Do not transfer the average obtained in any column in which data for less than ten farming units are listed.



If county average yields for three or more of the years of 1934 to 1940, inclusive, are so transferred, enter in the space designated "county normal" on the line for "Tons of sugar beets per acre" in the upper right-hand corner of each sheet, the simple average of all the county average yields transferred, which simple average will be the county normal yield in tons per acre. If county average yields for less than three of the years 1934 to 1940, inclusive, are transferred in accordance with the foregoing instructions and if a county normal yield is required to establish a normal yield for any farming unit, the State committee will establish such county normal yield. The State committee will also establish a county average yield for each year for which data for at least one farming unit but less than ten farming units are listed, if such a county average yield is required to establish a normal yield for any farming unit.

If the county normal yield or the county average yield for any year or years is to be established by the State committee, the county committee shall complete SB-509 insofar as possible on the basis of the instructions contained herein. When SB-509 is forwarded to the State committee, such county normal yield or county average yield or yields will be established and the remaining computations on SB-509 will be completed.

If entries have been made in columns (26) to (39), inclusive, proceed as follows:

Columns (33) to (39), inclusive. Obtain sheet totals and county totals for these columns in the manner prescribed for columns (5) to (18), inclusive.

Columns (26) to (32), inclusive. Obtain the weighted county average percentages of sugar content of sugar beets to be entered on the same line as the county totals. These average percentages shall be derived as follows:

- Column (26): County total of (33) divided by county total of (12).
- Column (27): County total of (34) divided by county total of (13).
- Column (28): County total of (35) divided by county total of (14).
- Column (29): County total of (36) divided by county total of (15).
- Column (30): County total of (37) divided by county total of (16).
- Column (31): County total of (38) divided by county total of (17).
- Column (32): County total of (39) divided by county total of (18).

The weighted average percentage thus obtained for any one of the years 1934 to 1940, inclusive, for which data are listed for ten or more farming units in the appropriate column, will be the county average percentage of sugar content of sugar beets for such year. Transfer the county average percentages thus obtained to the spaces provided therefor in the upper right-hand corner of each sheet. Do not transfer the average percentage obtained in any column in which data for less than ten farming units are listed.

If county average percentages of sugar content for at least three of the years 1934 to 1940, inclusive, are so transferred, enter in the space designated "County normal" on the line for "Sugar content of sugar beets" in the upper right-hand corner of each sheet the simple average of all the county average percentages transferred, which simple average will be the county normal percentage of sugar



content of sugar beets. If county average percentages for less than three years are transferred in accordance with the foregoing instructions, and if a county normal percentage of sugar content is required to establish a normal percentage of sugar content for any farming unit, the State committee will establish the county normal percentage of sugar content. The State committee will also establish a county average percentage of sugar content for each year for which data for at least one farming unit but less than ten farming units are listed, if such a county average percentage of sugar content is needed to establish a normal percentage of sugar content for any farming unit.

If the county normal percentage of sugar content, or the county average percentage of sugar content for any year or years is to be established by the State committee, SB-509 shall be completed insofar as possible before it is forwarded to the State office. All remaining computations will be completed in the State office after the county normal percentage of sugar content or county average percentage or percentages of sugar content have been established.

#### ESTABLISHING NORMAL YIELDS FOR FARMING UNITS

Column (40).

(1) For each farming unit on which sugar beets were planted for harvest in three or more of the years 1934 to 1940, inclusive, enter in column (40) the simple average of the annual average yields per acre for all of the years 1934 to 1940, inclusive, in which sugar beets were planted for harvest. Obtain the simple average by adding the yields entered in columns (19) to (25), inclusive, and dividing the resulting total by the number of years for which such yields are listed, including every year in which sugar beets were planted for harvest, even though the yield for any such year was zero (0).

(2) For each farming unit on which sugar beets were planted for harvest in only one or two of the years 1934 to 1940, inclusive, enter in column (40) the number of tons obtained as follows:

- (a) Obtain the total of the annual average yields for the farming unit for such year or two years;
- (b) Obtain the total of the county average yields for such year or two years;
- (c) Divide the result obtained under (a) by the result obtained under (b), rounding to three decimal places; and
- (d) Multiply the county normal yield by the result obtained under (c) (except that if the result obtained under (c) is less than .80, multiply by .80; and if the result obtained under (c) is more than 1.20, multiply by 1.20) and enter the result in column (40).



EXAMPLE 1.

- Facts: (a) Sugar beets planted for harvest in 1936 and 1938 only.
- (b) Average yield per acre for the farming unit, 11.76 tons in 1936 and 12.55 tons in 1938.
- (c) County average yield per acre, 10.43 tons in 1936 and 11.40 tons in 1938.
- (d) County normal yield, 11.65 tons per acre.

Computation of normal yield per acre:

- (a)  $11.76 + 12.55 = 24.31$
- (b)  $10.43 + 11.40 = 21.83$
- (c)  $24.31 \div 21.83 = 1.114$
- (d)  $11.65 \times 1.114 = 13.0$  (normal yield in tons per acre)

EXAMPLE 2.

- Facts: (a) Sugar beets planted for harvest in 1938 only.
- (b) Average yield per acre for the farming unit, 12.72 tons in 1938.
- (c) County average yield per acre, 10.21 tons in 1938.
- (d) County normal yield, 9.82 tons per acre.

Computation of normal yield per acre:

- (a) 12.72
- (b) 10.21
- (c)  $12.72 \div 10.21 = 1.246$  (more than 1.20)
- (d)  $9.82 \times 1.20 = 11.8$  (normal yield in tons per acre)

(3) For a farming unit on which sugar beets were not planted for harvest in any of the years 1934 to 1940, inclusive, enter in column (40), 90% of the county normal yield per acre.

Column (41).

For farming units from which sugar beets were contracted to be marketed in 1941 under any type of agreement other than an "individual test contract," enter in column (41) the district normal percentage of sugar content of sugar beets, as shown below, for the factory named in column (4). If, in the county,



sugar beets were contracted in 1941 in only one district, enter the normal percentage of sugar content for such district in the first line of each sheet only.

<u>Factory district</u>	<u>Percentage</u>	<u>Rate</u>	<u>Factory district</u>	<u>Percentage</u>	<u>Rate</u>
Delta-Grand			Belle Fourche (S. Dak.)	16.69	3.248
Junction (Colo.)	16.87	3.283	Bex Elder (Utah)	16.15	3.143
Sugar City "	15.53	3.022	Gunnison "	15.73	3.061
Franklin Co. (Idaho)	16.66	3.242	Layton "	16.15	3.143
Lower Snake "	16.39	3.189	Lewiston "	15.77	3.069
Upper Snake "	16.60	3.230	Ogden "	15.90	3.094
Garden City (Kansas)	15.06	2.931	Spanish Fork		
E. Grand Forks (Minn.)	16.30	3.172	& W. Jordan "	15.80	3.075
Billings (Mont.)	17.29	3.365	Toppenish (Wash.)	15.86	3.086
Chinook "	17.06	3.320	Lovell (Wyo.)	17.29	3.365
Hardin "	16.67	3.244	Sheridan "	16.50	3.211
Missoula "	17.32	3.370	Torrington "	16.04	3.121
Sidney "	16.88	3.285	Worland "	16.86	3.281
Nyssa (Oregon)	15.66	3.047			

For farming units from which sugar beets were contracted to be marketed in 1941 under "individual test contracts," obtain the entry for column (41) as follows:

(1) In cases in which sugar beets were marketed in at least three of the years 1934 to 1940, inclusive, enter in column (41) the simple average of the annual average percentages of sugar content for such years. Obtain the simple average by adding the entries in columns (26) to (32), inclusive, and dividing the resulting total by three, four, five, six, or seven, as the case may be.

(2) In cases in which sugar beets were marketed in only one or two of the years 1934 to 1940, inclusive, enter in column (41) the percentages of sugar content obtained as follows:

- (a) Obtain the total of the average percentages of sugar content for the farming unit for such year or two years;
- (b) Obtain the total of the county average percentages of sugar content for such year or two years;
- (c) Divide the result obtained under (a) by the result obtained under (b), rounding to three decimal places; and
- (d) Multiply the county normal percentage of sugar content by the result obtained under (c), and enter the result in column (41).

**EXAMPLE:**

Facts: (a) Sugar beets marketed in 1935 and 1936.



- (b) Average percentage of sugar content for the farming unit, 16.17 in 1935 and 16.80 in 1936.
- (c) County average percentage of sugar content of sugar beets, 16.50 in 1935 and 15.94 in 1936.
- (d) County normal percentage of sugar content, 16.42.

Computation of normal percentage of sugar content:

- (a)  $16.17 + 16.80 = 32.97$
- (b)  $16.50 + 15.94 = 32.44$
- (c)  $32.97 \div 32.44 = 1.016$
- (d)  $16.42 \times 1.016 = 16.68$  (normal percentage of sugar content)

(3) In cases in which sugar beets were not marketed in any of the years 1934 to 1940, inclusive, enter the county normal percentage of sugar content. Column (42).

For farming units from which sugar beets were contracted to be marketed in 1941 under any type of agreement other than "individual test contracts," enter the rate of commercially recoverable sugar per ton of sugar beets, as shown on the preceding page, for the factory named in column (4). If sugar beets were contracted in 1941 in only one district, enter such result on the first line of each sheet only.

For each farming unit from which sugar beets were contracted to be marketed in 1941 under an "individual test contract," enter the rate of commercially recoverable sugar per ton of sugar beets which, according to SB-416, is the rate of commercially recoverable sugar from sugar beets of the sugar content shown in column (41) for such farming unit. (SB-416 is the table of rates of recoverable sugar, according to various percentages of sugar content, which was used under the 1940 sugar beet program.)

Column (43). Enter the normal yield of commercially recoverable sugar per acre, obtained by multiplying the entry in column (40) by the entry in column (42).

Columns (44) to (47), inclusive. Make no entries in these columns before forms SB-509 are submitted to the State office for verification.

Column (48). Transfer the serial numbers from column (1) to column (48).

#### ESTABLISHMENT OF ABANDONMENT AND DEFICIENCY AREAS

Columns (44) to (47), inclusive, are designed to assist in the establishment of abandonment and deficiency areas, within which farming units on which there was abandoned acreage or crop deficiency of harvested acreage may be approved for payment.



Column (44). Enter in this column the acreage planted to sugar beets for harvest for the extraction of sugar on each farming unit, as taken from SB-502.

Column (45). Enter in this column the normal production of commercially recoverable sugar from the 1941 planted acreage as obtained by multiplying the entry on each line in column (43) by the entry on the corresponding line in column (44).

Column (46). Enter in this column the amount of sugar commercially recoverable from the sugar beets produced on each farming unit and marketed for the extraction of sugar, as taken from column (8) of SB-507. Care should be exercised to be sure the proper data are entered in column (46) for the farming unit on which the sugar beets were grown.

Column (47). Enter in this column the percentage which actual production is of normal production, as obtained by dividing the entry on each line in column (46) by the entry on the corresponding line on column (45).

When columns (44) to (47), inclusive, have been completed, the county committee shall determine the farming units on which the actual production of commercially recoverable sugar from the acreage planted to sugar beets in 1941 is less than 80% of the normal production of commercially recoverable sugar because of drought, flood, storm, freeze, disease or insects. For each such farming unit, the entry in column (47) shall be encircled. In making this determination the committee should consider information recorded on SB-502, as well as any other available information.

Before encircling any entry in column (47), the committee should make certain that the failure to obtain a production equal to 80% of normal was directly due to drought, flood, storm, freeze, disease, or insects and that the sugar beets were planted on acreage suitable for sugar beet production and were cared for up until the time of harvest or abandonment in a manner which could have been expected, under average conditions, to produce a normal crop of sugar beets.

If the number of encircled entries in column (47) is 10% or more of the total number of farming units in the county on which sugar beets were planted for harvest in 1941, the county committee shall prepare a certification similar to the following and shall transmit such certification to the State committee.

CERTIFICATION OF ENTIRE COUNTY AS  
ABANDONMENT AND DEFICIENCY AREA--  
1941 SUGAR BEET PROGRAM

I, a member of the county committee of \_\_\_\_\_ county, hereby certify that the county committee has determined from the records of all of the farming units in the county upon which sugar beets were planted for harvest in 1941 that on 10% or more of such farming units, the actual yields of commercially recoverable sugar were less than 80% of the respective normal yields from the planted sugar beet acreage for such farming units because of drought, flood, storm, freeze, disease, or insects.



The county committee, therefore, designates the entire county of \_\_\_\_\_, as a sugar beet acreage abandonment and crop deficiency area.

For the County Committee: \_\_\_\_\_

If the number of encircled entries in column (47) is less than 10% of the total number of farming units in the county on which sugar beets were planted for harvest in 1941, the county committee shall determine whether, for any local producing area within the county, the number of encircled entries in column (47) is 10% or more of the farming units on which sugar beets were planted for harvest in 1941 in such local producing area. A local producing area shall be deemed to include all contiguous farming units in a county which are found by the County committee to be similar with respect to types of soil, or with respect to topography. Farming units separated by any natural barrier such as mountains, or by large areas of land, shall not be included within the same local producing area.

For each local producing area which the county committee desires to designate as an acreage abandonment and crop deficiency area, the committee shall prepare a certification similar to the following and shall transmit such certification to the State committee.

CERTIFICATION OF LOCAL PRODUCING AREA  
AS ABANDONMENT AND DEFICIENCY AREA--  
1941 SUGAR BEET PROGRAM

I, a member of the county committee of \_\_\_\_\_ county, hereby certify that the county committee has determined from the records of the farming units covered by the farming unit reports numbered \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_, which are all of the farming units upon which sugar beets were planted for harvest in 1941 in a local producing area consisting of contiguous sugar beet producing farming units which are similar with respect to types of soil or with respect to topography, that on 10% or more of such farming units the actual yields of commercially recoverable sugar were less than 80% of the respective normal yields from the planted sugar beet acreage for such farming units because of drought, flood, storm, freeze, disease, or insects.

The county committee, therefore, designates the local producing area in which the above listed farming units are located as a sugar beet acreage abandonment and crop deficiency area.

For the County Committee: \_\_\_\_\_



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Reserve

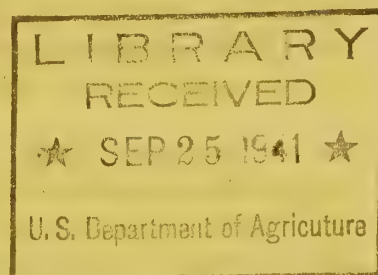
SB-512(SR)

Issued August 21, 1941

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION

INSTRUCTIONS FOR PREPARATION OF  
LISTING SHEET, SB-509,  
1941 SUGAR BEET PROGRAM

(For Use by County Committees)



In preparing SB-509, Listing Sheet, 1941 Sugar Beet Program, entries shall be made in ink. Entries will be made in the county office in columns (1) to (4), inclusive, (9), (10), (11), (16), (17), (18), (30), (31), (32), (44), and (48); and SB-509 will then be forwarded to the State office, where the computations necessary to determine normal yields for farming units will be completed.

Columns (45) to (47), inclusive, will be completed in the State office when the data with respect to the 1941 marketings of sugar beets are made available by the sugar company. When SB-509 is returned to the county office, the determination of abandonment and deficiency areas will be made by the county committee on the basis of data in these columns.

The entries on SB-509 shall be rounded to the number of decimal places indicated by the heavy blue lines in the various columns. For example, the entries in columns (9), (10), (11), (16), (17), (18), and (44) shall be rounded to one decimal place, as 00.0; and columns (30), (31), and (32) to two decimal places, as 00.00.

DATA TO BE ENTERED IN COUNTY OFFICE

Enter the names of the State and county and the sheet number in the spaces provided therefor at the top of each sheet. Sheets shall be numbered consecutively.

Column (1). Enter in consecutive order the serial numbers assigned to form SB-502, Farming Unit Report, 1941 Sugar Beet Program, for all of the farming units in the county on which sugar beets were planted for harvest in 1941.

Column (2). This column may be used to designate particular areas within the county, such as townships or territories of sugar company fieldmen.

Column (3). Enter the name of the operator on each farming unit, as taken from Section I, item 1 of SB-502.

Column (4). Enter the name "Rocky Ford" or an abbreviation thereof.

Column (9). Enter the number of acres planted to sugar beets on the farming unit for harvest in 1938 as taken from Section II, item 1, of SB-205, Farming Unit Summary, 1938 Sugar Beet Program, from column (11) of SB-309, Listing Sheet-1939 Sugar Beet Program, or from column (10) of SB-409, Listing Sheet, 1940 Sugar Beet Program. Enter a dash if no sugar beets were planted on the farming unit in 1938.



Column (10). Enter the number of acres planted to sugar beets on the farming unit for harvest in 1939 as taken from Section III, item 2, of SB-310a, the copy of the 1939 Application for Payment form, or from column (11) of SB-409. Enter a dash if no sugar beets were planted on the farming unit in 1939.

Column (11). Enter the number of acres planted to sugar beets on the farming unit for harvest in 1940 as taken from Section III, item 1 of SB-410a, the copy of the 1940 Application for Payment form, or from column (42) of SB-409. Enter a dash if no sugar beets were planted on the farming unit in 1940.

Column (16). Enter the number of tons of sugar beets produced and delivered from the farming unit in 1938 as taken from Section II, item 4, of SB-205, from column (18) of SB-309, or from column (17) of SB-409. Enter a dash if no sugar beets were planted on a farming unit in 1938. However, in a case of total abandonment of planted sugar beet acreage, enter a zero.

Column (17). Enter the number of tons of sugar beets produced and delivered from the farming unit in 1939 as taken from Section III, item 4, of SB-310a, or from column (18) of SB-409. Enter a dash if no sugar beets were planted on a farming unit in 1939, and enter a zero in a case of total abandonment.

Column (18). Enter the number of tons of sugar beets produced and delivered from the farming unit in 1940 as taken from Section III, item 3, of SB-410a. Enter a dash if no sugar beets were planted on a farming unit in 1940 and enter a zero in a case of total abandonment.

Column (30). Enter the percentage of sugar content of the sugar beets produced and delivered from the farming unit in 1938 as taken from Section II, item 5, of SB-205, from column (30) of SB-309, or from column (30) of SB-409. Enter a dash if no sugar beets were marketed from the farming unit in 1938.

Column (31). Enter the percentage of sugar content of the sugar beets produced and delivered from the farming unit in 1939 as taken from Section III, item 5(a) of SB-310a, or from column (31) of SB-409. Enter a dash if no sugar beets were marketed from the farming unit in 1939.

Column (32). Enter the percentage of sugar content of the sugar beets produced and delivered from the farming unit in 1940, as taken from Section III, item 4(a) of SB-410a. Enter a dash if no sugar beets were marketed from the farming unit in 1940.

Column (44). Enter the acreage planted to sugar beets on the farming unit in 1941 for harvest for the extraction of sugar, as taken from SB-502.

Column (46). Transfer the serial numbers from column (1) to this column.

ESTABLISHMENT OF ABANDONMENT AND DEFICIENCY AREAS



Columns (44) to (47), inclusive, are designed to assist in the establishment of abandonment and deficiency areas, within which farming units on which there was abandoned acreage or crop deficiency of harvested acreage may be approved for payment. Such areas will be established by the county committee on the basis of computations made in the State office.

Column (47) will show, for each farming unit the percentage which the actual production of commercially recoverable sugar from the acreage planted to sugar beet in 1941 is of the normal production of commercially recoverable sugar. When SB-509 is received from the State office, the county committee shall determine the farming units on which the actual production of commercially recoverable sugar from the acreage planted to sugar beets in 1941 is less than 80% of the normal production of commercially recoverable sugar because of drought, flood, storm, freezer, disease, or insects. For each such farming unit, the entry in column (47) shall be encircled. Do not encircle an entry for a farming unit on which the production was less than 80% of normal for a cause other than those stated above. In making this determination the committee should consider information recorded on SB-502, as well as any other available information.

Before encircling any entry in column (47), the committee should make certain that the failure to obtain a production equal to 80% of the normal production was directly due to drought, flood, storm, freeze, disease, or insects and that the sugar beets were planted on acreage suitable for sugar beet production and were cared for up until the time of harvest or abandonment in a manner which could have been expected, under average conditions, to produce a normal crop of sugar beets.

If the number of encircled entries in column (47) is 10% or more of the total number of farming units in the county on which sugar beets were planted for harvest in 1941, the county committee shall prepare a certification similar to the following and shall transmit such certification to the State committee.

CERTIFICATION OF ENTIRE COUNTY AS  
ABANDONMENT AND DEFICIENCY AREA--  
1941 SUGAR BEET PROGRAM

I, a member of the county committee of \_\_\_\_\_ County, hereby certify that the county committee has determined from the records of all of the farming units in the county upon which sugar beets were planted for harvest in 1941 that on 10% or more of such farming units, the actual yields of commercially recoverable sugar were less than 80% of the respective normal yields from the planted sugar beet acreage for such farming units because of drought, flood, storm, freeze, disease, or insects.

The county committee, therefore, designates the entire county of \_\_\_\_\_, as a sugar beet acreage abandonment and crop deficiency area.

For the County Committee: \_\_\_\_\_



If the number of encircled entries in column (47) is less than 10% of the total number of farming units in the county on which sugar beets were planted for harvest in 1941, the county committee shall determine whether, for any local producing area within the county, the number of encircled entries in column (47) is 10% or more of the farming units on which sugar beets were planted for harvest in 1941 in such local producing area. A local producing area shall be deemed to include all contiguous farming units in a county which are found by the county committee to be similar with respect to types of soil, or with respect to topography. Farming units separated by any natural barrier such as mountains, or by large areas of land, shall not be included within the same local producing area.

For each local producing area which the county committee desires to designate as an acreage abandonment and crop deficiency area, the committee shall prepare a certification similar to the following and shall transmit such certification to the State committee.

CERTIFICATION OF LOCAL PRODUCING AREA  
AS ABANDONMENT AND DEFICIENCY AREA--  
1941 SUGAR BEET PROGRAM

I, a member of the county committee of \_\_\_\_\_ county, hereby certify that the county committee has determined from the records of the farming units covered by the farming unit reports numbered \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_, which are all of the farming units upon which sugar beets were planted for harvest in 1941 in a local producing area consisting of contiguous sugar beet producing farming units which are similar with respect to types of soil or with respect to topography, that on 10% or more of such farming units the actual yields of commercially recoverable sugar were less than 80% of the respective normal yields from the planted sugar beet acreage for such farming units because of drought, flood, storm, freeze, disease, or insects.

The county committee, therefore, designates the local producing area in which the above-listed farming units are located as a sugar beet acreage abandonment and crop deficiency area.

For the County Committee: \_\_\_\_\_



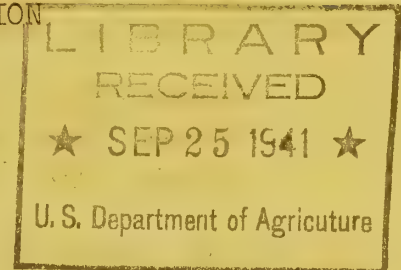
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UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION

Reserve

INSTRUCTIONS FOR COMPLETION OF  
LISTING SHEET, SB-509,  
1941 SUGAR BEET PROGRAM

(For Use by State Committee)



Forms SB-509, Listing Sheet, 1941 Sugar Beet Program, will be received from county offices with entries in columns (1) to (4), inclusive, (9), (10), (11), (16), (17), (18), (30), (31), (32), (44), and (48). Such forms SB-509 will be completed and county averages and normals will be established in accordance with the instructions contained herein.

The entries in the various columns on SB-509 shall be rounded to the number of decimal places indicated by the heavy blue lines in the columns. For example, the entries in columns (40), (43), and (45) to (47), inclusive, shall be rounded to one decimal place; columns (24), (25), (37), (38), (39), and (41), to two decimal places; and column (42) to three decimal places. County averages and normals to be entered in the upper right-hand corner shall be rounded to two decimal places.

In all cases involving decimals the results of computations shall be carried to two decimal places beyond the number of decimal places required in the result and rounded back to the required number of decimal places. Entries other than computations shall also be rounded to the required number of decimal places. In rounding, if the digits beyond the required number of decimal places amount to 50 or less, they shall be dropped, and if such digits amount to more than 50, they shall be counted as one and added to the figure in the next decimal place to the left.

Entries shall be made with pencil and shall then be verified. The verified entries shall then be inked in. When the listing sheets are completed a summary containing the data listed in columns (1), (2), (3), and (43) shall be prepared for use in checking normal yields on applications for payment when they are received in the State office to be audited. Upon completion of such summary the listing sheets shall be returned to the county office.

Columns (23), (24), and (25). Enter in these columns for each farming unit the results obtained as indicated by the column headings. Enter a dash if no sugar beets were planted on a farming unit, and enter a zero in a case of total acreage abandonment.

Columns (37), (38), and (39). Enter in these columns the results obtained as indicated by the column headings.

ESTABLISHING COUNTY TOTALS, AVERAGES, AND NORMALS

Columns (9), (10), (11), (16), (17), and (18). Obtain and enter the totals of these columns for each sheet. If only one sheet is required to list the data for all farming units in a county, the totals of such sheet will constitute the county totals. If more than one sheet is required, the sheet totals shall be summarized on the last sheet to obtain county totals.



Columns (23), (24), and (25). Enter in the space provided for the total of these columns the results obtained as follows:

- Column (23): County total of (16)  $\div$  county total of (9)  
Column (24): County total of (17)  $\div$  county total of (10)  
Column (25): County total of (18)  $\div$  county total of (11)

If data are listed in columns (9), (16), and (23) for ten or more farming units, the result obtained will be the county average yield for 1938. Similarly, if data are listed in columns (10), (17), and (24) for ten or more farming units, the result obtained will be the county average yield for 1939 and if data are listed in columns (11), (18), and (25) for ten or more farming units, the result will be the county average yield for 1940. Such county average yields shall be transferred to the spaces following "1938", "1939", and "1940" in the upper right-hand corner on the line opposite the words "Tons of sugar beets per acre". Do not transfer the averages entered in the spaces for the totals of columns (23), (24), and (25) if data for less than ten farming units are listed in such columns. In the latter event the county average yields to be entered in the spaces following "1938", "1939", and "1940" on the line opposite the words "Tons of sugar beets per acre" will be established by the State committee on the basis of: (1) the weighted average yield per acre for such years on all farming units in the county on which sugar beets were grown in such years and for which data are available from SB-309, SB-409, and SB-509; and (2) the weighted average yield per acre for such years on farming units in adjacent or nearby counties which have similar sugar beet production conditions.

Columns (37), (38), and (39). Obtain sheet totals and county totals for these columns in the manner prescribed for columns (9), (10), (11), (16), (17), and (18).

Columns (30), (31), and (32). Obtain the weighted county average percentages of sugar content to be entered on the line with other county totals as follows:

- Column (30): County total of (37)  $\div$  county total of (16)  
Column (31): County total of (38)  $\div$  county total of (17)  
Column (32): County total of (39)  $\div$  county total of (18)

If data for ten or more farming units have been listed in columns (30) and (37), the result thus obtained will be the county average percentage of sugar content of sugar beets for 1938; if data for 10 or more farming units have been listed in columns (31) and (38), the result obtained will be the county average percentage of sugar content of sugar beets for 1939; and if data for 10 or more farming units have been listed in columns (32) and (39), the result will be the county average percentage of sugar content for 1940. Such county average percentages of sugar content shall be transferred to the spaces following "1938", "1939", and "1940" on the line opposite the words "Sugar content of sugar beets" in the upper right-hand corner. Do not transfer the average percentages obtained if less than ten farming units are listed. In the latter event, the county average percentage of sugar content to be entered in the spaces following "1938", "1939", and "1940" on the line opposite the words "Sugar content of sugar beets" will be established by the State committee on the basis of: (1) the percentage of sugar content, at the time of delivery to a processor, of the sugar beets marketed in such year from farming units in the county on which sugar beets were grown in such year and for which data are available from SB-309, SB-409, and SB-509; and (2) the percentage of sugar content, at the time of delivery to a processor, of the sugar beets marketed in such year from farming units in adjacent or nearby counties.



If county average yields for all three of the years 1938, 1939, and 1940 are established on the basis of data from 10 or more farming units, the county normal yield in tons of sugar beets <sup>per</sup> acre, to be entered in the upper right-hand corner, will be the simple average of such three county average yields. If county average yields for less than three of such years are established on the basis of data from 10 or more farms, the county normal yields shall be established by the State committee on the basis of: (1) the county average yields per acre, if any, which have already been established for the county for the years 1938, 1939, and 1940 in accordance with the instructions contained herein; and (2) the county average yields and county normal yields established for adjacent or nearby counties which have similar sugar beet production conditions.

If county average percentages of sugar content for all three of the years 1938, 1939, and 1940 are established on the basis of data from 10 or more farming units, the county normal percentage sugar content, to be entered in the upper right-hand corner of SB-509, will be the simple average of such three county average percentages of sugar content. If county average percentages of sugar content for less than three of such years are established on the basis of data from 10 or more farms, the county normal percentage of sugar content shall be established by the State committee on the basis of: (1) the average percentage of sugar content established for the county for the years 1938, 1939, and 1940 in accordance with the instructions contained herein; <sup>and</sup> (2) the county average and county normal percentages of sugar content established for adjacent or nearby counties which have similar sugar beet production conditions.

The State committee should obtain actual data with respect to yields and percentages of sugar content from the American Crystal Sugar Company to aid in the establishment of county averages and normals.

#### ESTABLISHING NORMAL YIELDS FOR FARMING UNITS

Column (40). The normal yield in tons of sugar beets per acre for each farming unit, to be entered in column (40), will be established as follows:

- (1) For a farming unit on which sugar beets were not planted for harvest in any of the years 1938, 1939, and 1940, enter in column (40) 90% of the county normal yield per acre shown in the upper right-hand corner of SB-509.
- (2) For each farming unit on which sugar beets were planted for harvest in one or two of the years 1938, 1939, and 1940, enter in column (40) the number of tons obtained as follows:
  - (a) Obtain the total of the annual average yields for the farming unit for such year or two years;



- (b) Obtain the total of the county average yields for such year or two years;
- (c) Divide the result obtained under (a) by the result obtained under (b), rounding to three decimal places; and
- (d) Multiply the county normal yield by the result obtained under (c) (except that if the result obtained under (c) is less than .800, multiply by .800, and if the result obtained under (c) is more than 1.200, multiply by 1.200) and enter the result in column (40).

EXAMPLE:

Facts: (a) Average yield of sugar beets per planted acre for the farming unit, 4.16 in 1938 and 8.23 in 1939.

(b) County average yield in tons of sugar beets per acre, 2.68 in 1938 and 5.42 in 1939.

(c) County normal yield, 4.28 tons per acre.

Note: The figure 4.28 used in this example is an arbitrary figure chosen for illustrative purpose, since the correct "normal yield" is to be determined by the State committee.

Computation of normal yield per acre:

- (a)  $4.16 \div 8.23 = 12.39$
- (b)  $2.68 \div 5.42 = 8.10$
- (c)  $12.39 \div 8.10 = 1.530$  (more than 1.200)
- (d)  $4.28 \times 1.200 = 5.14$  (normal yield in tons per acre for farming unit)

- (3) For a farming unit on which sugar beets were planted in all three of the years 1938, 1939, and 1940, enter in column (40) the simple average of the entries in columns (23), (24), and (25) for such farming unit.

Column (41). For each farming unit obtain the entry for column (41) as follows:

- (1) For a farming unit from which no sugar beets were marketed in any of the years 1938, 1939, and 1940, enter the county normal percentage of sugar content as shown in the upper right-hand corner of SB-509.
- (2) For each farming unit from which sugar beets were marketed in one or two of the years 1938, 1939, and 1940, enter in column (41) the result obtained as follows:



- (a) Obtain the total of the average percentages of sugar content for the farming unit for such year or two years;
- (b) Obtain the total of the county average percentages of sugar content for such year or two years;
- (c) Divide the result obtained under (a) by the result obtained under (b), rounding to three decimal places; and
- (d) Multiply the county normal percentage of sugar content by the result obtained under (c) and enter the result in column (41).

EXAMPLE:

- Facts:
- (a) Average percentage of sugar content for the farming unit, 17.51 in 1938. No sugar beets marketed in 1939, or 1940.
  - (b) County average percentage of sugar content of sugar beets, 17.75 in 1938.
  - (c) County normal percentage of sugar content, 17.85.

Note: The figure 17.85 used in this example is an arbitrary figure chosen for illustrative purpose, since the correct "normal percentage of sugar content" is to be determined by the State committee.

Computation of normal percentage of sugar content:

- (a) 17.51
- (b) 17.75
- (c)  $17.51 \div 17.75 = .986$
- (d)  $.986 \times 17.85 = 17.60$  (normal percentage of sugar content for farming unit)

- (3) For a farming unit from which sugar beets were marketed in all three of the years 1938, 1939, and 1940, enter in column (41) the simple average of the entries in columns (30), (31), and (32) for such farming unit.

Column (42). Enter in this column the rate of commercially recoverable sugar per ton of sugar beets, which is, according to SB-416, the rate of commercially recoverable sugar from sugar beets of the sugar content shown in column (41) for each farming unit. For example, if the percentage of sugar content for a farming unit is shown in column (41) as 17.59, the entry for column (42) will be 3.360, as shown on SB-416.

Column (43). Enter the normal yield of commercially recoverable sugar per acre for each farming unit as obtained by multiplying the entry in column (40) by the entry in column (42) for such farming unit.



DATA FOR ESTABLISHMENT OF ABANDONMENT AND DEFICIENCY AREAS

Columns (44) to (47), inclusive, are designed to assist in the establishment of abandonment and deficiency areas within which farming units on which there was abandoned acreage or crop deficiency of harvested acreage may be approved for payment. Column (44) will have been completed in the county office and the remaining columns shall be completed in the State office after forms SB-507, 1941 Sugar Beet Marketing Report, are received from the sugar company and are completed in the State office.

Column (45). Enter in this column the normal production of commercially recoverable sugar from the 1941 planted acreage as obtained by multiplying the entry on each line in column (43) by the entry on the corresponding line in column (44).

Column (46). Enter in this column the amount of sugar commercially recoverable from the sugar beets produced on each farming unit and marketed for the extraction of sugar, as taken from column (8) of SB-507. Care should be exercised to be sure the proper data are entered in column (46) for the farming unit on which the sugar beets were grown.

Column (47). Enter in this column the percentage which actual production is of normal production, obtained by dividing the entry on each line in column (46) by the entry on the corresponding line in column (45).



UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATIONINSTRUCTIONS FOR PREPARATION OF REGULAR AND  
SUPPLEMENTAL APPLICATIONS FOR PAYMENT AND FOR  
HANDLING SUSPENDED APPLICATIONS FOR PAYMENT AND  
APPLICATIONS FOR PAYMENT INVOLVING ADJUSTMENTS--  
1941 SUGAR BEET PROGRAM FOR CALIFORNIALIBRARY  
RECEIVED  
★ OCT 23 1941 ★  
U.S. Department of Agriculture

(For Use by County Committees)

PREPARATION OF REGULAR APPLICATIONS

The application for payment form, SB-510A, (referred to herein as the "application") has been printed in sets of four with carbon paper inserted, and shall be prepared with an indelible pencil. The original and first copy, when completed, shall be transmitted to the State office, the second copy shall be retained in the county office, and the third copy should be released to the operator-producer of the farming unit.

The term "farming unit" as used herein and in other forms and instructions, and the term "farm" as used on the application, have identical meaning. Such terms mean all farm land which is farmed by an operator within a State. Moreover, if land in more than one State is farmed by one operator and if any of the work stock, farm machinery and labor which is used on the land in one State is also used on the land in another State, all of such land shall be considered as one farming unit.

The instructions contained herein must be strictly adhered to. In the event of any situation which is not specifically covered by these instructions, further instructions should be obtained from the State office before completion of the application.

Form SB-405, Supplement to Farming Unit Report, will be prepared in accordance with instructions in SB-406A (used under the 1940 sugar beet program) for any farming unit consisting of more than one tract. The term "tract" as used herein means any portion of a farming unit on which a crop of sugar beets was planted for harvest in 1941 in which at least one producer has a different interest from that which he has in the sugar beet crop on any other such portion of the farming unit.

SB-502-California, Farming Unit Report (referred to herein as "SB-502"), SB-507, 1941 Sugar Beet Marketing Report, and in some cases SB-405, Supplement to Farming Unit Report, will be used as the basis for preparation of the application. If an error is made on an application, the incorrect entry shall not be erased but shall be deleted by drawing a single line through it and the correct entry shall be entered in the nearest available space.

Except as otherwise provided herein, all data to be entered in Section II of the application and all data in Section III except items 5, 6, 16, and 17, shall be entered in tenths. All data in items 5, 16, and 17 of Section III and in columns (2) and (3) of Section V shall be entered in hundredths, and data in item 6 of Section III shall be entered in thousandths.



All computations shall be carried two decimal places beyond the number of decimal places required in the result and rounded back to the required number of decimal places. In rounding, if the digits beyond the required number of decimal places amount to 50 or less, they shall be dropped, and if such digits amount to more than 50, they shall be counted as one and added to the figure in the next decimal place to the left.

Before any entries are made on an application the county committee must determine insofar as possible that the conditions for payment have been met with respect to the farming unit to be covered by such application. In order to make such determination, SB-502 and other data in the county office should be examined and the following facts ascertained:

1. That, within the knowledge of the county committee, there has been no violation of the child labor provisions of the Sugar Act of 1937, as amended, on the part of any producer on the farming unit in 1941.
2. That no unsettled wage claim is on file against any producer on the farming unit and that within the knowledge of the county committee, all persons employed in the production, cultivation, or harvesting of the 1941 sugar beet crop were paid in full for such work and at rates not less than the "fair and reasonable" rates established by the Secretary of Agriculture.
3. That the acreage of sugar beets planted on the farming unit for harvest for the extraction of sugar, as shown by the total of column (d) of Section II of SB-502, is not in excess of the proportionate share or acreage allotment for such farming unit, as shown in column 4 of SB-517.
4. That any producer on the farming unit who was directly or indirectly a processor of sugar beets during 1941 paid or contracted to pay for all of the sugar beets grown in 1941 by other producers and processed by him at rates not less than those determined by the Secretary of Agriculture to be fair and reasonable. (Producer-processors operating in Illinois, Indiana, Michigan, Ohio and Wisconsin have complied with the "fair price" condition. It has not been determined that other producer-processors have complied and no payment shall be certified for any such processor until the State committee advises that such processor has met this condition.)
5. That the farming practice requirement has been met with respect to the farming unit. The instructions in SB-506 shall be followed in determining whether such requirement has been met.

When the above determinations have been made with respect to a farming unit and it is found that the conditions for payment have been met, transfer the State and county code and serial number, the name of the operator-producer, and the name or names of the beet sugar factory or factories from SB-502 to the spaces provided therefor in the upper right-hand corner of the application. Make no entry in the space provided for the date the application was filed, except as hereinafter provided.



Section II. Required Farming Practices. Make entries in items (6) to (14), inclusive, in column (a). These entries shall be transferred from Section III of SB-502 as follows:

Section III of SB-502

Section II of application

From item 1, column (e)	to item (6), column (a)
From item 2, column (e)	to item (7), column (a)
From sum of items 3 and 4, column (e)	to item (8), column (a)
From sum of items 5(a) and 5(b), column (e)	to item (9), column (a)
From item 6, column (e)	to item (10), column (a)
From item 7, column (e)	to item (11), column (a)
From item 8, column (e)	to item (12), column (a)
From item 9, column (e)	to item (13), column (a)

Enter in item (14), column (a) of Section II of the application the sum of the entries in items (6) to (13), inclusive, in column (a). If the entry in item (14), column (a) equals or exceeds the total planted acreage of sugar beets on the farming unit as indicated by the total of column (c) of Section II of SB-502, the farming practice requirement will be deemed to have been met. In this case, the entry in item (14), column (a), shall be transferred to item (22) and no further entries need be made in Section II of the application.

If the entry in item (14), column (a), is less than the total planted sugar beet acreage, data shall be entered in Part A of Section II of the application. If the farming unit is located in Area 1<sup>1/</sup>, data may be entered in any of items (1) to (4) in Part A if the qualifications indicated in such items have been met. If the farming unit is located outside of Area 1, no entries shall be made in items (3) and (4) of Part A. It must be borne in mind that where the special provisions relating to Area 1 are used, the practice requirement must be met with practices (1), (2), and (3), although other practices may have been carried out on the farming unit and may be listed in Part B of Section II.

After data have been listed in the applicable items in Part A, the total acreage of practices required for the farming unit shall be obtained and entered in item (5) of Part A. For a farming unit in Area 1, such entry shall be the sum of the following:

1. One-third of the sum of the entries in item (1), columns (a) and (b).
2. One-half of the sum of the entries in item (2), columns (a) and (b).
3. One-half of the sum of the entries in item (3), columns (a) and (b).
4. Two-thirds of the sum of the entries in item (4), columns (a) and (b).
5. The result obtained by subtracting from the total planted sugar beet acreage, as shown in column (c) of Section II of SB-502, the sum of all entries in items (1) to (4), inclusive, of Part A of Section II of the application.

<sup>1/</sup> Area 1 includes all counties east of the west borders of Contra Costa, San Joaquin, Stanislaus, Merced, Fresno, Kings and Kern counties, and north of the south borders of Kern and Inyo counties.



If the farming unit is outside of Area 1 or if it is determined that an insufficient acreage of practices (1), (2), and (3) was carried out to permit application of the special provisions for Area 1, the entry in item (5) of Part A shall be the sum of the following:

1. One-half of the sum of the entries in item (1), columns (a) and (b).
2. Three-fourths of the sum of the entries in item (2), columns (a) and (b).
3. The result obtained by subtracting from the total planted sugar beet acreage, the sum of all entries in items (1) and (2) of Part A.

If the farming unit is located in Area 1 and if the sum of the entries in items (6), (7), and (8) in column (a) of Section II equals or exceeds the entry in item (5), Part A of Section II, the farming practice requirement will be deemed to have been met. In this case, there shall be entered in item (22) the sum of items (6), (7), and (8), column (a), and no further entries need be made in Section II.

If the farming unit is outside of Area 1 or if it is determined that an insufficient acreage of practices (1), (2), and (3) was carried out to permit application of the special provisions for Area 1, the farming practice requirement will be deemed to have been met if the entry in item (14), column (a) equals or exceeds the entry in item (5) (based on items (1) and (2) only). In this case, transfer the entry in item (14), column (a), to item (22) and make no further entries in Section II.

If the farming practice requirement has not been met under the foregoing alternatives, it is possible that additional practices were carried out on the balance of another farming unit of which rented acreage included in the farming unit under consideration would otherwise be a part. To determine whether the requirement has been met through this alternative, examine Section IV of SB-502. If the answer to the question in Section IV is "no," the practice requirement will be deemed not to have been met unless additional practices can be carried out on the farming unit before the end of the 1941 crop year. However, if the answer to the question in Section IV of SB-502 is "yes," the SB-502 for the "other" farming unit shall be obtained and data with respect to all farming practices carried out on such "other" farming unit shall be entered in items (6) to (14), column (b) of Section II of the application in the manner outlined for entering data in items (6) to (14), column (a) of such section.

Enter in item (15) the 1941 sugar beet acreage on the balance of the "other" farming unit of which rented acreage included in the farming unit under consideration would otherwise be a part. Obtain this entry from the space for the total of column (c) of Section II of the SB-502 for the "other" farming unit.

Enter in item (16) the acreage of farming practices required with respect to the balance of the "other" farming unit. This entry will be obtained from item (5) of Section II of the application prepared for the "other" farming unit.

Enter in item (17) the result obtained by subtracting from the entry in item (14), column (b), the entry in item (16). However, if the farming unit under consideration and the "other" farming unit are in Area 1, and both farming units



are qualifying under the special "Area 1" provision, the entry for Item (17) will be obtained by subtracting from the sum of items (6), (7), and (8) in column (b), the amount of such items used to qualify the sugar beet acreage on the "other" farming unit.

Enter in item (18) the 1941 sugar beet acreage on the rented acreage which would otherwise be part of the "other" farming unit. Obtain this entry from column (c) of Section II of SB-502 opposite the appropriate ACP farm number or work-sheet number.

Enter in item (19), 25 percent of item (18).

If the farming unit is in Area 1, and the practice requirement can be met with practices (1), (2) and (3), enter in item (20) the sum of the following:

1. One-third of the entry in item (1), column (b).
2. One-half of the entry in item (2), column (b).
3. One-half of the entry in item (3), column (b).
4. Two-thirds of the entry in item (4), column (b).
5. The result obtained by subtracting from the entry in item (18), the sum of the entries in items (1) to (4), inclusive, in column (b).

If the farming unit is not in Area 1, or if an insufficient acreage of practices (1), (2) and (3) was carried out to permit application of the special "area 1" provisions, enter in item (20) the sum of the following:

1. One-half of the entry in item (1), column (b).
2. Three-fourths of the entry in item (2), column (b).
3. The result obtained by subtracting from the entry in item (18), the sum of the entries in items (1) and (2) in column (b).

Enter in item (21) the result obtained by subtracting from the entry in item (20), the entry in item (19).

Enter in item (22) the result obtained by adding to the entry in item (14), column (a), the smaller of the entries in items (17) and (21).

If the entry in item (22) equals or exceeds the entry in item (5), the farming practice requirement will be deemed to have been met.

If the farming unit includes two or more rented tracts which would otherwise be parts of "other" farming units, items (1) to (4), inclusive, and items (6) to (21), inclusive, in column (b) shall be separated into two or more columns by drawing vertical lines through such items. Data for each of the rented tracts shall be entered in a separate column in items (1) to (4), inclusive, and data for the balance of each of the "other" farming units shall be entered in a separate column in items (6) to (21), inclusive. To obtain the entry for item (22) in such a case, add to the entry in item (14), column (a), the smaller of the entries in items (17) and (21) for each of the columns formed by the vertical lines in column (b).



Section III. Computation of Payment. The entries to be made in Section III of the application shall be obtained as follows:

Item 1. Obtain this entry from column 4 of SB-517, opposite the appropriate serial number.

Note: No change may be made in any proportionate share unless such change is authorized by the State Committee on the recommendation of the allotment committee. Changes in names or addresses or changes involving combinations or divisions of allotments may be made by the county committee, but in each such case a signed statement explaining the change or the combination or division should be attached to the application. In the case of a combination of allotments, one of the serial numbers on SB-517 shall be used. In the case of a division of allotments, the serial number assigned on SB-517 shall be used for one farming unit and an unused serial number shall be used for the other farming unit.

Item 2. Obtain this entry from the space for the total of column (c) of Section II of SB-502.

Item 3. Obtain this entry from the space for the total of column (d) of Section II of SB-502. Enter "XX" in a case of total acreage abandonment.

Item 4. Obtain this entry from column (5) of SB-507. If more than one sugar company contract is in effect with respect to one farming unit, and if data are reported separately for each contract, it will be necessary to combine two or more entries in column (5) of SB-507. On the other hand, if a person has one sugar company contract in effect covering more than one farming unit, it may be necessary to divide an entry in column (5) of SB-507. In the latter case the correct tonnage figures for each farming unit can probably be ascertained from the sugar company fieldman for the district. Enter "XX" if the entry in item 3 is "XX."

Item 5. If the farming unit consists of only one tract, obtain this entry from column (6) of SB-507. If the farming unit consists of more than one tract, the entry shall be obtained from the space for the total of column (6) of SB-405.

Item 6. Obtain this entry from column (7) of SB-507. Enter "XX" if the entry in item 4 is "XX." Determine that the rate entered in column (7) of SB-507 is, according to SB-416, the correct rate of commercially recoverable sugar per ton of sugar beets of the percentage of sugar content shown in item 5.

Item 7. Obtain this entry from column (8) of SB-507 and verify such entry by multiplying the entry in item 4 by the entry in item 6. Enter "XX" if the entry in item 4 is "XX."

Item 8. Obtain this entry from column (43) of SB-509, Listing Sheet, 1941 Sugar Beet Program. Do not make this entry until SB-509 has been approved by the State committee.



Item 9. Obtain this entry from the space beneath the table in Section II of SB-502. Enter "XX" if no acreage was abandoned. The cause of abandonment, which should also be shown beneath the table in Section II of SB-502, shall be entered in the space provided immediately beneath item 9 of Section III of the application.

Item 10. Obtain this entry by multiplying the entry in item 8 by the entry in item 9. Enter "XX" if the entry in item 9 is "XX".

Item 11. Obtain this entry by dividing the entry in item 10 by 3.0. Enter "XX" if the entry in item 9 is "XX".

Item 12. Obtain this entry by multiplying the entry in item 3 by the entry in item 8. Enter "XX" if the entry in item 3 is "XX".

Item 13. Obtain this entry by multiplying the entry in item 12 by 0.80. Enter "XX" if the entry in item 3 is "XX".

Item 14. Obtain this entry by subtracting from the entry in item 13, the entry in item 7. Enter "XX" if the entry in item 7 is equal to or greater than the entry in item 13. If an entry other than "XX" has been made in item 14, enter the cause of deficiency in the space provided beneath such item. If the cause of the deficiency is not known in the county office at the time the application is prepared, a county committeeman shall determine such cause before Section III of the application is completed.

Before any further entries are made in Section III of an application in which entries other than "XX" appear in either or both of items 11 and 14, the county committee must determine whether the farm is to be approved for abandonment or deficiency payments. The report of the farm reporter who inspected the farm for the purpose of determining performance should be studied in making this determination, and any report which may have been submitted by a sugar company fieldman with respect to abandoned acreage or crop deficiency of harvested acreage should be taken into consideration. The committee must determine that the abandonment or deficiency, as the case may be, was directly due to drought, flood, storm, freeze, disease, or insects, and that the sugar beets were planted on acreage suitable for sugar beet production and were cared for up to the time of harvest or abandonment in a manner which could be expected under average conditions to produce a normal crop of sugar beets. In addition, the committee must determine that the farming unit is included in an "abandonment and deficiency" area and that a designation of such area has been forwarded to the State committee, as provided in SB-512, Instructions for Preparation of Listing Sheet--1941 Sugar Beet Program.

If an entry other than "XX" appears in item 11 of Section III of an application and if the committee does not approve the farming unit for an abandonment payment, such entry in item 11 shall be encircled. Similarly, if an entry other than "XX" appears in item 14 of an application and if the committee does not approve the farming unit for a deficiency payment, such entry in item 14 shall be encircled.



There may be instances where acreage has been abandoned on a farming unit and the county committee may have reason to approve an abandonment payment with respect to only a part of such abandoned acreage. In such case, the entries in items 9, 10, and 11 shall be stricken and new entries made. Two entries shall be made in item 9, one entry representing the acreage with respect to which an abandonment payment is to be approved, and the other entry representing the acreage with respect to which payment will not be approved. The latter entry shall be encircled. The entries for items 10 and 11 shall then be obtained by extending the unencircled entry in item 9 in the usual manner.

Item 15. Obtain this entry by adding the entry in item 7 and the unencircled entries in items 11 and 14. If the farming unit is not approved for abandonment or deficiency payments, the entry in item 15 must be the same as the entry in item 7.

Item 16. Obtain this entry by multiplying the entry in item 15 by \$0.60. If the entry in item 15 is in excess of 10,000 cwts., obtain the entry for item 16 by using the following computation schedule, which shall be prepared in triplicate:

Production (cwt.)	Maximum quantity for payment at each rate (cwt.)	Smaller of columns 1 & 2 (cwt.)	Rate	Payment (3) x (4)
(1)	(2)	(3)	(4)	(5)
	10,000		\$0.60	\$
	20,000		\$0.55	\$
	90,000		\$0.525	\$
	120,000		\$0.50	\$
	360,000		\$0.475	\$
	xxx		\$0.30	\$
Total    xxx	xxxxx	xxxxx	xxx	\$

To obtain the total payment by use of this schedule, enter on the first line in column (1) the total production shown in item 15 of Section III of the application. Enter on the second line in column (1) the result obtained by subtracting 10,000 from the entry on the first line in column (1). Obtain entries for the third, fourth, fifth, and sixth lines in column (1), if required, by subtracting 20,000, 90,000, 120,000, and 360,000 from the entries on the second, third, fourth, and fifth lines, respectively. Thereafter, enter in column (3) on each line the smaller of the entries in columns (1) and (2), except that any entry on the sixth line in column (1) shall be transferred to column (3). Obtain the entries for column (5) by multiplying each entry in column (3) by the corresponding entry in column (4). Obtain the total of the entries in column (5) and transfer such total



to item 16 of Section III of the application. The original and one copy of the computation schedule shall be attached to the application and will accompany such application when it is transmitted to the State office.

Item 17. Enter in the blank space following the words "deduction of" the rate of deduction (expressed as a percentage) for county association expenses. This rate will be furnished by the State committee. Subtract from 100% the rate thus entered and multiply the entry in item 16 by the resultant percentage to obtain the entry for item 17.

Section IV. Certification of Producer-Processor. If none of the producers on the farming unit was in 1941 either directly or indirectly a processor of sugar beets, enter "none" in the space provided for the signature in Section IV. If any producer on the farming unit was, in 1941, a processor of sugar beets or indirectly a processor of sugar beets, as in the case of a holding company, subsidiary company, or person who had a controlling interest in a beet sugar company, enter in the space provided therefor the name of the sugar company with which such producer was connected.

Section V. Distribution of Payments to Producers. Obtain entries for Section V of the application as follows:

Column (1). Enter in this column the names and addresses of the producers on the farming unit, as taken from SB-502. The name and address of the operator will appear on the first line of Section I of SB-502 and the names and addresses of landlords will appear in columns (e) and (f) of Section II of SB-502. The names and addresses shall be printed. Two lines have been provided within each space, and wherever possible, the name should be entered on the first line and the address on the second.

Column (2). If the farming unit consists of only one tract, obtain entries for this column from columns (g) and (h) of Section II of SB-502. If the farming unit consists of more than one tract, SB-405 should have been prepared and the entries for column (2) shall be obtained from column (7) of Section II of SB-405. The total of column (2) must equal 100.00. Entries in column (2) shall be expressed in hundredths, except that if the entry in item 15 of Section III is 3000.0 or more such entries shall be expressed in thousandths.

Column (3). Obtain the entries for this column by multiplying the entry in item 17 of Section III by the respective entries in column (2) of Section VI. Obtain and enter the total of column (3). Such total must equal the entry in item 17 of Section III, except that any difference due solely to the rounding of fractions may be disregarded.

Review of Applications. When an application is completed and ready for signature, all entries thereon shall be carefully checked and any errors corrected. Particular attention shall be directed to items 11 and 14 of Section III and the county committee must be certain that any entries which appear in such items have been encircled unless the farming unit has been approved for an abandonment or deficiency payment, or both, as the case may be. In addition, the committee must be certain that statements designating the county or local producing areas within the county as abandonment and deficiency areas have been forwarded to the State committee, as provided in SB-512.



Signatures and Certifications of Producers. When all necessary entries have been made on the application, the operator-producer and any other producers on the farming unit who live within a reasonable distance, should be requested to call at the county office, or at some other designated point, for the purpose of signing such application. At such time, a member of the county committee or some other person in the county office should go over the entries on the application with the operator-producer in order to determine that all such entries are correct. The operator-producer should also be requested to read the representations in Section I. When the operator-producer has satisfied himself that all entries are correct, he should sign in ink or indelible pencil in the space provided therefor in Section I, and the date on which he signs must be entered to the left of his signature. The copies of the application need not be signed, if the producer signs the original in such a manner that a facsimile of his signature appears on such copies. The operator-producer should be permitted to keep the last copy in the set, although the carbon paper, other than the last sheet, should not be withdrawn.

After the operator-producer has signed the application, the other producers on the farming unit should be requested, after reading the representations in Section I, to sign in the spaces provided therefor. The dates on which the producers sign must be entered to the left of their respective signatures.

Producers should be requested to sign their names exactly as they appear in column (1) of Section V, except that if a name in Section V has been incorrectly spelled, the producer should sign his name correctly and the spelling in Section V shall be corrected. After a producer has signed, his signature must not be retraced.

Signatures should be handwritten, unless the producer customarily prints his name as a signature, in which event, such printed signature will be acceptable only if witnessed by one person, whose signature must be handwritten. If any producer signs by mark or in other than English script, such signature must also be witnessed by one person, whose signature must be handwritten.

A married woman who signs an application must sign her given name rather than her husband's given name, as for example, "Mary Jones," rather than "Mrs. John Jones." An exception to this rule is made when a married woman signs an application in a fiduciary capacity, in which case she should sign her name as it is given in the authorization to act.

If any producer was, either directly or indirectly, a processor of sugarbeet in 1941, and if such producer-processor has met the "fair price" condition for payment, such producer should be requested to sign in the space provided therefor in Section IV and the date on which he signs must be entered to the left of his signature.

If any producer lives at a sufficient distance to make it impossible or impracticable to call at the county office or other designated point, the application should be mailed to such person for signature. Such producer should be advised to examine the entries and representations on the applications before signing and to sign his name in the space provided therefor exactly as it appears in column (1) of Section V. An envelope with the address of the Secretary of the county association should be enclosed when the application is mailed to a producer for signature in order to facilitate its return. Franked envelopes of the Agricultural Adjustment Administration must not be used for this purpose.



If a producer dies after the harvest of the sugar beets with respect to which application for payment is made and before the application is signed, the application shall be signed by the representative of the estate of such deceased producer, or by his heirs. Similarly, if a producer is declared incompetent by a court of competent jurisdiction during such period, the application shall be signed by the guardian of the estate of such incompetent person. If a producer dies or is declared incompetent after transmittal of the application to the State office but before payment is certified, the State committee shall be requested to return such application to the county office and a new application shall be signed by the proper parties.

Authorization of Fiduciaries. If a person signs an application in a representative or fiduciary capacity, it shall be the responsibility of the county committee to determine, in accordance with the instructions in effect under the agricultural conservation program, that such person is properly authorized to sign in such capacity. Such fiduciary must sign the application in the manner prescribed in ACP-16.

Certification of County Committee. When signatures have been affixed to the application in Section I, and in Section IV if required, a member of the county committee who is authorized to act on behalf of the county committee shall carefully examine the application to determine that it has been properly prepared in accordance with these instructions. If a correction has been made in any of the following items, such correction must be initialed by the county committeeman:

- (a) Section II, items (1) to (4) inclusive, (6) to (13), inclusive, (15), (16) and (18).
- (b) Section III, items 1 to 5, inclusive, 8 and 9.
- (c) Section V, columns (1) and (2).

Thereafter such county committeeman shall sign in the space provided in Section VI, using ink or indelible pencil.

If the signature of one or more of the producers on the farming unit could not be obtained because of failure to locate such producer or producers or because of their refusal to sign, or for any other reason, the application may be certified for payment to the other producer or producers. The county committeeman shall prepare and sign a statement setting forth in detail the reason for failure of the producer or producers to sign. Such signed statement shall be attached to the application. Similarly, if one of the producers is a producer-processor who has not been determined to have met the "fair price" condition, the application shall be submitted for payment to the other producer or producers, and an explanatory statement attached to the application.

If any application is transmitted to the State office after June 1, 1943, or if there is any question in connection with an application transmitted prior to June 1, 1943, which leads the county committeeman to believe it may be suspended or otherwise delayed so that it would not reach the General Accounting Office for pre-audit before July 1, 1943, the date of filing of such application in the county office shall be entered in the space provided therefor in the upper right-hand corner. Otherwise, the date of filing need not be entered.

Note: The appropriation for payments on the 1941 crop is available for a two-year period, ending June 30, 1943.

Distribution of Copies of Application. When applications have been signed



and certified, the carbon paper shall be removed from each set of forms. If the third (last) copy of the application has not already been turned over to the operator-producer, it shall be mailed to him. The second copy shall be retained in the county office and the original and first copy shall be forwarded to the State office in accordance with instructions to be issued by the appropriate division of the Agricultural Adjustment Administration.

#### PREPARATION OF SUPPLEMENTAL APPLICATIONS

If the signature of one or more of the producers on a farming unit could not be obtained on an application prior to submission of such application to the State office, and if one of such producers later is located and indicates his desire to make application for his share of the payment due under such application, a supplemental application shall be prepared. Similarly, a supplemental application may be prepared for payment to a producer-processor who is determined, subsequent to transmission of the original application, to have met the "fair price" condition. Such supplemental application shall be completed in every detail except that it shall be signed only by the producer who failed to sign the original application. Such application must be certified by a member of the county committee. The word "Supplemental" shall be entered above the title of the application. The serial number assigned to such application shall be the same as the serial number assigned to the original application, except that it shall be followed by the letter "x." If more than one producer failed to sign the original application, an attempt should be made to obtain the signatures of all such producers on the same supplemental application. However, if only one of the producers who failed to sign the original application can be located at the time a supplemental application is prepared and another of such producers is located at a later date and indicates his desire to make application for payment, another supplemental application shall be prepared. The serial number of the second supplemental application shall be followed by the letter "y", and if a third supplemental application is prepared, the serial number shall be followed by the letter "z."

Supplemental applications shall be carefully checked against the county office copies of the original applications. The instructions set forth herein relative to the initialing of corrections shall be followed in connection with any corrections made on a supplemental application.

#### HANDLING OF SUSPENDED APPLICATIONS

Applications will be carefully examined in the State office, and if it is discovered that a correction has not been properly initialed, that a signature has not been properly affixed, or that an application is otherwise irregular, such application will be returned to the county office for correction.

A correction of any of the basic data on the application must be initialed by the county committeeman who signed in Section VI, although if the county committeeman who signed in Section VI is not available at the time the suspended application is under consideration, such correction may be initialed by another member of the county committee, who should sign in Section VI above the signature of the committeeman who originally signed.

If a suspended application is resubmitted to the State office after June 1, 1943, the date such application was filed in the county office shall be entered in the space provided therefor in the upper right-hand corner.



CASES INVOLVING ADJUSTMENTS

Errors Discovered Before Payment is Issued. If it is determined, after submission of an application to the State office and before payment is received, that an error was made in the preparation of such application, the State office shall be requested to return the application to the county office for correction. If necessary, a new application shall be prepared. However, in such case, the original incorrect application, as well as the new application, shall be submitted to the State office and a brief statement, signed by a member of the county committee, setting forth the reason for the correction, shall be attached to the corrected application.

Handling of Adjustments, Undelivered Checks, Lost Checks, and Refunds. Cases involving adjustments, cases involving checks which may not be delivered because of the death of the payees, failure to locate the payees or the refusal of the payees to accept such checks, cases involving lost, stolen, or destroyed checks, and cases involving refunds shall be handled under the 1941 sugar beet program in accordance with the procedure in effect for the 1940 sugar beet program. Specifically, it should be noted that Standard Form 1055 (and not ACP-103) will be used under the sugar beet program for cases of death, disappearance and incompetency, although it must be remembered that claims by creditors of a decedent shall not be recognized.







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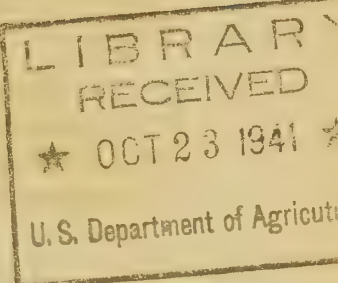
SB-513

Issued October 8, 1941

Reserve

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION

INSTRUCTIONS FOR PREPARATION OF REGULAR AND  
SUPPLEMENTAL APPLICATIONS FOR PAYMENT AND FOR  
HANDLING SUSPENDED APPLICATIONS FOR PAYMENT AND  
APPLICATIONS FOR PAYMENT INVOLVING ADJUSTMENTS--  
1941 SUGAR BEET PROGRAM



(For Use by County Committees)

PREPARATION OF REGULAR APPLICATIONS

These instructions should be followed in preparing regular applications, and in the event any question arises which is not specifically covered, further instructions should be obtained from the State office.

SB-502, Farming Unit Report, SB-507, 1941 Sugar Beet Marketing Report, and in some cases SB-405, Supplement to Farming Unit Report, will be used as the basis for preparation of the application. The application shall be prepared with typewriter or indelible pencil. If an error is made on an application, the incorrect entry shall not be erased but shall be deleted by drawing a line through it and the correct entry shall be entered in the nearest available space.

Form SB-405, Supplement to Farming Unit Report, will be prepared in accordance with instructions in SB-406A (used under the 1940 Sugar Beet Program) for any farming unit consisting of more than one tract.

All data to be entered in Section II of the application and all data in Section III except items 5, 6, 16, and 17, shall be entered in tenths. All data in items 5, 16, and 17 of Section III and in columns (2) and (3) of Section V shall be entered in hundredths, and data in item 6 of Section III shall be entered in thousandths.

Forms SB-507 will be received from the State office with all columns completed. However, in a case where sugar beets were planted on a farming unit in excess of the acreage allotment originally established for the farming unit, and the beets from the "excess" acreage were marketed for the extraction of sugar, it will be necessary to change the data on SB-507 for the purpose of determining the amount of commercially recoverable sugar for payment. In such a case, the total tonnage shown in column (5) of SB-507 shall be divided by the number of acres of sugar beets harvested and marketed for the extraction of sugar and the result multiplied by the original allotment established for the farming unit as shown in Section III, item 1 of the application. The resulting tonnage shall be entered in column (5) of SB-507 and the original tonnage figure shall be encircled. The tonnage figure which is not encircled shall be multiplied by the entry in column (7) of the SB-507 and the result entered in column (8) of SB-507. The original entry in column (8) shall be encircled.

All computations shall be carried two decimal places beyond the number of decimal places required in the result and rounded back to the required number of decimal places. In rounding, if the digits beyond the required number of decimal places amount to 50 or less, they shall be dropped, and if such digits amount to more than 50, they shall be counted as one and added to the figure in the next decimal place to the left.

Before entries are made on an application, determine that there has been compliance with the conditions for payment set forth in the producer's certification on the application. SB-502 should be examined for the purpose of making this determination.

If it is found that all conditions for payment have been met, enter the required data in the upper right-hand corner of the application. Make no entry for the date the application was filed, unless it is submitted after June 1, 1943.

Section II. Required Farming Practices. Obtain the data to be entered in Section II of the application from Section III of SB-502. Transfer the data as follows:

<u>Section III of SB-502</u>	<u>Section II of applications</u>
From item 1, column (e) to	item (1), column (a)
From item 2, column (e) to	item (2), column (a)
From item 3, column (e) to	item (3), column (a)
From item 4, column (e) to	item (4), column (a)
From sum of items 5 (a)	
and 5(b), column (e) to	item (5), column (a)
From item 6, column (e) to	item (6), column (a)

Enter in Section II, item (7) (a), of the application the sum of the entries in items (1)(a) to (6)(a). If the entry in item (7)(a) is equal to or greater than the total acreage planted to sugar beets on the farming unit for harvest for the extraction of sugar, as indicated by the total of Section II, column (d), of SB-502, the entry in item (7)(a) shall be transferred to item (12) and no further entries need be made in Section II of the application. It should be noted that sufficient farming practices must be carried out to qualify the entire acreage planted for harvest for the extraction of sugar, even though payment may not be made with respect to the entire acreage.

If the entry in item (7)(a) is less than the total acreage planted to sugar beets on the farming unit for harvest for the extraction of sugar, examine Section IV of SB-502. If Section IV indicates that none of the sugar beets covered by this application was planted on land which would otherwise be a part of another farming unit, the farming practice requirement will be deemed not to have been met and no further entries shall be made on the application. If Section IV indicates that part of the sugar beets covered by this application was planted on land which would otherwise be a part of another farming unit, obtain SB-502 for the **other** farming unit and enter the data for farming practices in Section II, items (1)(b) to (7)(b) of the application in the same manner that data were entered in (1)(a) to (7)(a).



Enter in item (8) the acreage of sugar beets planted on the balance of the "other" farming unit for harvest for the extraction of sugar. Obtain this acreage from the space for the total of Section II, column (d), of the SB-502 for the "other" farming unit.

Obtain the entry for item (10)(b) from Section II, column (d), of the SB-502 for the farming unit to be covered by the application. This entry will appear opposite the ACP Farm No. for the rented acreage which would otherwise be part of the "other" farming unit.

Obtain the entry for items (9)(b), (11)(b) and (12) in accordance with the instructions on the application.

In the event the farming unit includes two or more rented tracts of land which would otherwise be parts of "other" farming units, column (b) should be separated into two or more columns by drawing one or more vertical lines through items (1) to (11), inclusive. Then data for each of the "other" farming units shall be entered in a separate column in the manner just outlined for entries in column (b). To obtain the entry for item (12) in such a case, add to the entry in item (7)(a) the smaller of the entries in items (9)(b) and (11)(b) for each of the columns formed by the vertical lines in column (b).

If, after all entries have been made in Section II of an application, it is determined that the entry in item (12) is equal to or greater than the acreage of sugar beets planted on the farming unit for harvest for the extraction of sugar, the farming practice requirement will be deemed to have been met with respect to the farming unit. If the entry in item (12) is less than the planted sugar beet acreage, the farming practice requirement will be deemed not to have been met and no further entries shall be made on the application.

Section III. Computation of Payment. Obtain the entries to be made in Section III of the application as follows:

Item 1. Enter the allotment originally established for the farming unit, as shown in column 4 of SB-517.

Note: No change may be made in the original allotment for any farming unit unless the change is authorized by the State committee on the recommendation of the allotment committee. Changes in names or addresses or changes involving combinations or divisions of allotments may be made by the county committee, but in each case a signed statement explaining the change or the combination or division should be attached to the application. In the case of a combination of allotments, one of the serial numbers on SB-517 shall be used. In the case of a division of allotments, the serial number assigned on SB-517 shall be used for one farming unit and an unused serial number shall be used for the other farming unit.

Item 2. Obtain this entry from the total of Section II, column (d), of SB-502. However, if part of the acreage entered in Section II, column (d) of SB-502 was destroyed or harvested for livestock feed, enter in item 2 only the acreage planted for harvest for the extraction of sugar.

Item 3. Obtain this entry from the total of Section II, column (e), of SB-502.

Item 4. Obtain this entry from column (5) of SB-507. If more than one sugar company contract is in effect with respect to one farming unit, and if data are reported separately for each contract, it will be necessary to combine two or more entries in column (5) of SB-507. On the other hand, if a contract covers more than one farming unit, it will be necessary to divide an entry in column (5) of SB-507. In the latter case the correct tonnage figures for each farming unit can probably be ascertained from the sugar company fieldman for the district. If, on any farming unit, sugar beets were marketed from an acreage in excess of the original allotment for the farming unit, two entries shall be made in item 4. The total tonnage shown and encircled in column (5) of SB-507 shall be entered in item 4 and encircled. The computed tonnage figure shown in column (5) of SB-507 shall be entered in item 4 above or beside the encircled entry.

Item 5. If the farming unit consists of only one tract, obtain this entry from column (6) of SB-507. If the farming unit consists of more than one tract, the entry shall be obtained from the total of column (6) of SB-405. If the sugar beets from the farming unit were marketed under that type of agreement commonly known as an "individual test" contract, the entry shall be made in item 5(a). If the sugar beets were marketed under any other type of agreement, the entry shall be made in item 5(b).

Item 6. Obtain this entry from column (7) of SB-507. If an entry was made in item 5(a), determine that the rate entered in column (7) of SB-507, is, according to SB-416, the correct rate of commercially recoverable sugar per ton of sugar beets of the percentage of sugar content shown in item 5(a). If an entry was made in item 5(b), verify the rate of commercially recoverable sugar per ton of sugar beets entered in column (7) of SB-507 by multiplying the entry in item 5(b) of Section III of the application by .1946.

Item 7. Obtain this entry from column (8) of SB-507 and verify such entry by multiplying the entry in item 4 by the entry in item 6. When an entry in column (8) of SB-507 has been encircled and another entry inserted, the entry which is not encircled shall be transferred to item 7.

Note: If sugar beets were marketed from a farming unit under other than an "individual test" contract to more than one factory, draw a vertical line or lines through the spaces for entries in items 4, 5, and 6, and enter the appropriate data for the sugar beets marketed to each factory in a separate column. Then obtain one entry for item 7 by adding the results obtained by multiplying the entry in item 4 by the entry in item 6 in each column.

Item 8. Obtain this entry from column (43) of the approved SB-509, Listing Sheet, 1941 Sugar Beet Program.



Item 9. Enter the acreage approved for abandonment by the county committee and the cause of abandonment. The causes which may be approved by the county committee are "drought," "flood," "storm," "freeze," "disease," or "insects." The entry in item 9 plus the entry in item 3 must not exceed the entry in item 1.

Items 10, 11, 12, 13, 14, 15, and 16. Make computations in accordance with the instructions on the application, except that if item 3 exceeds item 1, the entry in item 12 shall be obtained by multiplying the entry in item 1 by the entry in item 8.

If there is an entry in item 14, enter the cause of deficiency.

If the entry in item 15 is in excess of 10,000 cwts., obtain the entry for item 16 by using the following computation schedule, which shall be prepared in triplicate:

Production (cwt.)	: Maximum quantity : for payment at : each rate (cwt.)	: Smaller of : columns 1 & 2 : (cwt.)	: Rate	: Payment : (3) x (4)
(1)	(2)	(3)	(4)	(5)
:	10,000	:	\$ 0.60	\$
:	20,000	:	\$ 0.55	\$
:	90,000	:	\$ 0.525	\$
Total    xxx	xxxx	xxxx	xxxx	\$

To obtain the total payment by use of this schedule, enter on the first line in column (1) the total production shown in item 15 of Section III of the application. Enter on the second line in column (1) the result obtained by subtracting 10,000 from the entry on the first line in column (1). Obtain the entry for the third line in column (1), if required, by subtracting 20,000 from the entry on the second line. Thereafter, enter in column (3) on each line the smaller of the entries in columns (1) and (2). Obtain the entries for column (5) by multiplying each entry in column (3) by the corresponding entry in column (4). Obtain the total of the entries in column (5) and transfer the total to item 16 of Section III of the application. The original and one copy of the computation schedule shall be attached to the application and will accompany the application when it is transmitted to the State office.

Item 17. Enter in the space following the words "deduction of" the rate of deduction (expressed as a percentage) for county association expenses. This rate will be furnished by the State committee. Subtract from 100% the rate thus entered and multiply the entry in item 16 by the resultant percentage.

Section IV. Certification of Producer-Processor. If none of the producers on the farming unit was in 1941 either directly or indirectly a processor of sugar beets, enter "none" in the space provided for the signature in Section IV.

If any producer on the farming unit was, in 1941, a processor of sugar beets or indirectly a processor of sugar beets, as in the case of a holding company, subsidiary company, or person who had a controlling interest in a beet sugar company, enter in the space provided therefor the name of the sugar company with which such producer was connected.

Section V. Distribution of Payments to Producers. Obtain entries for Section V of the application as follows:

Column (1). Enter in this column the names and addresses of the producers on the farming unit, as taken from SB-502. The name and address of the operator will appear on the first line of Section I of SB-502 and the names and addresses of landlords will appear in columns (f) and (g) of Section II of SB-502.

Column (2). If the farming unit consists of only one tract, obtain entries for this column from Section II, columns (h) and (i), of SB-502. If the farming unit consists of more than one tract, SB-405 should have been prepared and the entries for column (2) shall be obtained from Section II, column (7), of SB-405. The total of column (2) must equal 100.00.

Column (3). Obtain the entries for this column by multiplying the entry in Section III, item 17, by the respective entries in Section V, column (2). Obtain and enter the total of column (3). Such total must equal the entry in Section III, item 17, except that any difference due solely to the rounding of fractions may be disregarded.

Signatures and Certifications of Producers. The operator-producer and other producers on the farming unit should sign and enter the date of their signature after reading the representation in Section I. The carbon paper should not be withdrawn at this time.

Producers should be requested to sign their names exactly as they appear in Section V, column (1), except that if a name in Section V has been incorrectly spelled, the producer should sign his name correctly and the spelling in Section V shall be corrected. After a producer has signed, his signature must not be retraced.

If any producer was, either directly or indirectly, a processor of sugar beets in 1941, and if he has met the "fair price" condition for payment, he should be requested to sign in Section IV and enter the date of signature.

Note: Producer-processors operating in Illinois, Indiana, Michigan, Ohio, and Wisconsin have complied with the "fair price" condition. It has not been determined that other producer-processors have complied. Advice will be received from the State committee when it is determined that other producer-processors have complied.



If a producer dies after the harvest of the sugar beets with respect to which application for payment is made and before the application is signed, the application shall be signed by the representative of the estate of such deceased producer, or by his heirs. Similarly, if a producer is declared incompetent by a court of competent jurisdiction during such period, the application shall be signed by the guardian of the estate of the incompetent person. If a producer dies or is declared incompetent after transmittal of the application to the State office but before payment is certified, the State committee shall be requested to return the application to the county office and a new application shall be signed by the proper parties.

Certification of County Committee. If a correction has been made in any of the following items, the correction must be initialed by the county committeeman who signs in Section VI:

- (a) Section II, items (1) to (6), inclusive, (8), and (10).
- (b) Section III, items 1 to 5, inclusive, 8 and 9.
- (c) Section V, columns (1) and (2).

If the signature of one or more of the producers on the farming unit could not be obtained because of failure to locate the producer or producers, or because of their refusal to sign, or for any other reason, the application may be certified for payment to the other producer or producers. The county committeeman shall prepare and sign a statement setting forth the reason for failure of the producer or producers to sign. The signed statement shall be attached to the application. Similarly, if one of the producers is a producer-processor who has not been determined to have met the "fair price" condition, the application shall be submitted for payment to the other producer or producers, and an explanatory statement attached to the application.

Distribution of Copies of Application. When applications have been signed and certified, the carbon paper shall be removed from each set of forms. If the third (last) copy of the application has not already been turned over to the operator-producer, it shall be mailed to him. The second copy shall be retained in the county office and the original and first copy shall be forwarded to the State office on a regular transmittal form.

When the first transmittal of applications is forwarded to the State office, the county committee shall also submit any certifications of abandonment and deficiency areas, prepared in accordance with instructions in SB-512. If certifications of abandonment and deficiency areas cannot be prepared at the time of the first transmittal of applications, due to the fact that the Forms SB-507 thus far received do not list data for a sufficient number of farms, any applications under which abandonment and deficiency payments probably will be made shall be withheld until such certifications can be prepared.

#### PREPARATION OF SUPPLEMENTAL APPLICATIONS

If the signature of one or more of the producers on a farming unit could not be obtained on an application prior to submission of the application to the State office, and if one of the producers later is located and indicates his

desire to make application for his share of the payment due under the application, a supplemental application shall be prepared. Similarly, a supplemental application may be prepared for payment to a producer-processor who is determined, subsequent to transmission of the original application, to have met the "fair price" condition. The supplemental application shall be completed in every detail except that it shall be signed only by the producer who failed to sign the original application. The application must be certified by a member of the county committee. The word "Supplemental" shall be entered above the title of the application. The serial number assigned to the application shall be the same as the serial number assigned to the original application, except that it shall be followed by the letter "x." If more than one producer failed to sign the original application, an attempt should be made to obtain the signatures of all producers on the same supplemental application. However, if only one of the producers who failed to sign the original application can be located at the time a supplemental application is prepared and another of such producers is located at a later date and indicates his desire to make application for payment, another supplemental application shall be prepared. The serial number of the second supplemental application shall be followed by the letter "y," and if a third supplemental application is prepared, the serial number shall be followed by the letter "z."

#### HANDLING OF SUSPENDED APPLICATIONS

Applications will be carefully examined in the State office, and if it is discovered that a correction has not been properly initialed, that a signature has not been properly affixed, or that an application is otherwise irregular, the application will be returned to the county office for correction.

A correction of any of the basic data on the application must be initialed by the county committeeman who signed in Section VI, although, if the county committeeman who signed in Section VI is not available at the time the suspended application is under consideration, the correction may be initialed by another member of the county committee, who should sign in Section VI above the signature of the committeeman who originally signed.

#### CASES INVOLVING ADJUSTMENTS

Errors Discovered Before Payment is Issued. If it is determined, after submission of an application to the State office and before payment is received, that an error was made in the preparation of the application, the State office shall be requested to return the application to the county office for correction. If necessary, a new application shall be prepared. However, the original incorrect application, as well as the new application shall be submitted to the State office and a brief statement, signed by a member of the county committee, setting forth the reason for the correction, shall be attached to the corrected application.



Handling of Adjustments, Undelivered Checks, Lost Checks, Refunds, and Indebtedness. Cases involving adjustments, cases involving checks which may not be delivered because of the death of the payees, failure to locate the payees or the refusal of the payees to accept such checks, cases involving lost, stolen, or destroyed checks, cases involving refunds, and cases involving indebtedness shall be handled under the 1941 Sugar Beet Program in accordance with the procedure in effect for the 1940 Sugar Beet Program. However, for cases involving indebtedness, the order of priority applicable under the 1941 Agricultural Conservation and Parity Programs shall be followed. It should be noted that Standard Form 1055 (and not ACP-103) will be used under the sugar beet program for cases of death, disappearance and incompetency, although it must be remembered that claims by creditors of the decedent shall not be recognized.





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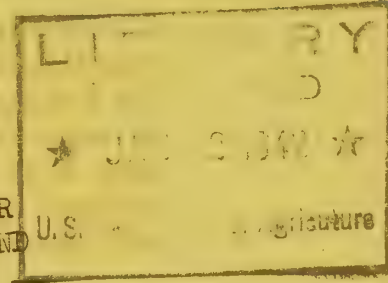
SB-513 (SR)

Issued December 2, 1941

Reserve

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION

INSTRUCTIONS FOR PREPARATION OF REGULAR AND  
SUPPLEMENTAL APPLICATIONS FOR PAYMENT AND FOR  
HANDLING SUSPENDED APPLICATIONS FOR PAYMENT AND  
APPLICATIONS FOR PAYMENT INVOLVING ADJUSTMENTS  
1941 SUGAR BEET PROGRAM



(For Use by County Committees)

PREPARATION OF REGULAR APPLICATIONS

C O N T E N T S

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## Part I. Preparation of Regular Applications

### A. General

1. The application for payment form, SB-510, (Referred to herein as the "application") has been printed in sets of four with carbon paper inserted. The original and all copies of SB-510, with inserted carbons intact, shall be submitted to the State office. The county office copy and the producer's copy will be returned to the county office after computations have been entered thereon, at which time the producer's copy shall be delivered to the farm operator.
2. SB-502, Farming Unit Report, SB-507, 1941 Sugar Beet Marketing Report, and in some cases SB-405, Supplement to Farming Unit Report, will be used as the basis for preparation of the application. The application shall be prepared with typewriter or indelible pencil. If an error is made on an application, the incorrect entry shall not be erased but shall be deleted by drawing a line through it and the correct entry shall be entered in the nearest available space.
3. Form SB-405, Supplement to Farming Unit Report will be prepared in accordance with instructions in SB-406A for any farming unit consisting of more than one tract.
4. Forms SB-507 will be received from the State office with all columns completed. However, in a case where sugar beets were planted on a farming unit in excess of the acreage allotment originally established for the farming unit, and the beets from the "excess" acreage were marketed for the extraction of sugar, it will be necessary to change the data on SB-507 for the purpose of determining the amount of commercially recoverable sugar for payment. In such a case, the total tonnage shown in column (5) of SB-507 shall be divided by the number of acres of sugar beets harvested and marketed for the extraction of sugar and the result multiplied by the original allotment established for the farming unit as shown in Section III, item 1 of the application. The resulting tonnage shall be entered in column (5) of SB-507 and the original tonnage figure shall be circled. The tonnage figure which is not circled shall be multiplied by the entry in column (7) of the SB-507 and the result entered in column (8) of SB-507. The original entry in column (8) shall be circled.

### B. Rule of Fractions

1. All data to be entered in Section II of the application and all data in Section III except items 5 and 6 shall be entered in tenths. All data in item 5 of Section III and in column (2) of Section V shall be entered in hundredths, and data in item 6 of Section III shall be entered in thousandths.
2. All computations shall be carried two decimal places beyond the number of decimal places required in the result and rounded back to the required number of decimal places. In rounding, if the digits beyond the required number of decimal places amount to 50 or less, they shall be dropped, and if such digits amount to more than 50, they shall be counted as one and added to the figure in the next decimal place to the left.



C. Section I. Application and Certification of Producers

1. Before entries are made on an application, determine that there has been compliance with the conditions for payment set forth in the producer's certification on the application. SB-502 should be examined for the purpose of making this determination.

D. Heading

1. When the above determinations have been made with respect to a farming unit and it is found that the conditions for payment have been met, transfer the State and county code and serial number, the name of the operator-producer, and the name of the beet sugar factory from SB-502 to the spaces provided therefor in the upper right corner of the application.
2. Make no entry in the space provided for the date the application was filed.

E. Section II. Required Farming Practices

1. The data to be entered in Section II of the application shall be obtained from Section III of SB-502. Such data shall be transferred as follows:

Section III of SB-502

Section II of application

From item 1, column (e)	to	item (1), column (a)
From item 2, column (e)	to	item (2), column (a)
From item 3, column (e)	to	item (3), column (a)
From item 4, column (e)	to	item (4), column (a)
From sum of items 5(a) and 5(b), column (e)	to	item (5), column (a)
From item 6, column (e)	to	item (6), column (a)

2. There shall be entered in item (7), column (a), of Section II of the application the sum of the entries in items (1) to (6), column (a). If the entry in item (7), column (a), is equal to or greater than the total acreage planted to sugar beets on the farming unit for harvest for the extraction of sugar, as indicated by the total of column (d) of Section II of SB-502, such entry in item (7), column (a) shall be transferred to item (12) and no further entries need be made in Section II of the application.
3. If the entry in item (7), column (a), is less than the total acreage planted to sugar beets on the farming unit for harvest for the extraction of sugar, Section IV of SB-502 shall be examined. If the answer to the question in Section IV is "No," the farming practice requirement will be deemed not to have been met. However, if the answer to such question is "Yes," the SB-502 prepared for the "other" farming unit shall be obtained and data with respect to farming practices carried out on such other farming unit shall be entered in items (1) to (7), column (b), of Section II of the application in the manner outlined for entering data in items (1) to (7), column (a) of such Section.

4. Enter in item (8) the acreage of sugar beets planted on the balance of the "other" farming unit for harvest for the extraction of sugar. Obtain such acreage from the space for the total of column (d) of Section II of the SB-502 for the "other" farming unit.
5. Obtain the entry for item (9) by subtracting from the entry in item (7), column (b), the entry in item (8), column (b).
6. Obtain the entry for item (10) from column (d) of Section II of the SB-502 for the farming unit to be covered by the application. Such entry will appear opposite the ACP Farm No. for the rented acreage which would otherwise be part of the "other" farming unit.
7. Obtain the entry for item (11) by multiplying the entry in item (10) by 0.75.
8. Obtain the entry for item (12) by adding to the entry in item (7), column (a), the smaller of the entries in items (9) and (11), column (b).
9. In the event the farming unit includes two or more rented tracts of land which would otherwise be parts of "other" farming units, column (b) should be separated into two or more columns by drawing one or more lines through items (1) to (11), inclusive, of such column. Then data for each of the "other" farming units shall be entered in a separate column in the manner just outlined for entries in column (b). To obtain the entry for item (12) in such a case, add to the entry in item (7), column (a), the smaller of the entries in items (9) and (11) for each of the columns formed by the vertical lines in column (b).
10. If, after all entries have been made in Section II of an application, it is determined that the entry in item (12) is equal to or greater than the acreage of sugar beets planted on such farming unit for harvest for the extraction of sugar, the farming practice requirement will be deemed to have been met with respect to such farming unit. If the entry in item (12) is less than such planted sugar beet acreage, such requirement will be deemed not to have been met and no further entries shall be made on the application unless it is determined from a supplemental report of performance that sufficient practices in addition to those set forth in the original SB-502 were carried out.

F. Section III. Computation of Payment

1. The entries to be made in Section III of the application shall be obtained as follows:

Item 1. Enter the allotment originally established for the farming unit, as shown in column (4) of SB-517.

Item 2. Obtain this entry from the space for the total of column (d) of Section II of SB-502. However, if part of such acreage was destroyed or harvested for livestock feed, enter in item 2 only the acreage planted for harvest for the extraction of sugar.



Item 3. Obtain this entry from the space for the total of column (e) of Section II of SB-502.

Item 4. Obtain this entry from column (5) of SB-507, 1941 Sugar Beet Marketing Report. If more than one sugar company contract is in effect with respect to one farming unit, and if data are reported separately for each contract, it will be necessary to combine two or more entries in column (5) of SB-507. On the other hand, if a person has one sugar company contract in effect covering more than one farming unit, it may be necessary to divide an entry in column (5) of SB-507. In the latter case the correct tonnage figures for each farming unit can probably be ascertained from the sugar company fieldman for the district. If, on any farming unit, sugar beets were marketed from an acreage in excess of the original allotment for the farming unit, two entries shall be made in item 4. The total tonnage shown and circled in column (5) of SB-507 shall be entered in item 4 and circled. The computed tonnage figure shown in column (5) of SB-507 shall be entered in item 4 above or beside the circled entry.

Item 5. Obtain this entry from column (6) of SB-507. This entry shall always be made in item 5(a).

Item 6. Obtain this entry from column (7) of SB-507. Determine that the rate entered in column (7) of SB-507 is, according to SB-416, the correct rate of commercially recoverable sugar per ton of sugar beets of the percentage of sugar content shown in item 5(a).

Item 7. Obtain this entry from column (8) of SB-507 and verify such entry by multiplying the entry in item 4 by the entry in item 6. When an entry in column (8) of SB-507 has been circled and another entry inserted, the uncircled entry shall be transferred to item 7.

Item 8. Obtain this entry from column (43) of SB-509, Listing Sheet, 1941 Sugar Beet Program. Do not make this entry until SB-509 has been approved by the State committee.

Item 9. Obtain this entry from the space beneath the table in Section II of SB-502. The entry in item 9 cannot exceed the acreage, if any, by which item 1 exceeds item 3. The cause of abandonment, which should also be shown beneath the table in Section II of SB-502, shall be entered in the space provided immediately beneath item 9 of Section III of the application.

Items 10, 11, 12, 13, 14 and 15. Make computations in accordance with the instructions on the application, except that if item 3 exceeds item 1, the entry in item 12 shall be obtained by multiplying the entry in item 1 by the entry in item 8.

2. If there is an entry in item 14, enter the cause of deficiency.
3. Before any further entries are made in Section III of an application in which entries appear in either or both of items 11 and 14, the county committee must determine whether the farm is to be approved for abandonment or deficiency payments. The report of the farm reporter who inspected the farm for the purpose of determining performances should be studied in making this determination, and any report which may have been submitted by a sugar company fieldman with respect to abandoned acreage or crop deficiency of harvested acreage should be taken into consideration. The committee must determine that the abandonment or deficiency, as the case may be, was directly due to drought, flood, storm, freeze, disease, or insects, and that the sugar beets were planted on acreage suitable for sugar beet production and were cared for up to the time of harvest or abandonment in a manner which could be expected under average conditions to produce a normal crop of sugar beets. In addition, the committee must determine that the farming unit is included in an "abandonment and deficiency" area and that a designation of such area has been forwarded to the State committee, as provided in SB-512 (SR), Instructions for Preparation of Listing Sheet--1941 Sugar Beet Program.
4. If an entry appears in item 11 of Section III of an application and if the committee does not approve the farming unit for an abandonment payment, such entry in item 11 shall be circled. Similarly, if an entry appears in item 14 of an application and if the committee does not approve the farming unit for a deficiency payment, such entry in item 14 shall be circled.
5. Make no entries in items 16 and 17.

G. Section IV. Certification of Producer-Processor

1. If none of the producers on the farming unit was in 1941 either directly or indirectly a processor of sugar beets, enter "none" in the space provided for the signature in Section IV. If any producer on the farming unit was, in 1941, a processor of sugar beets or indirectly a processor of sugar beets, as in the case of a holding company, subsidiary company, or person who had a controlling interest in a beet sugar company, enter in the space provided therefor the name of the sugar company with which such producer was connected.

H. Section V. Distribution of Payment to Producers

1. Obtain entries for Section V of the application as follows:

Column (1). Enter in this column the names and addresses of the producers on the farming unit, as taken from SB-502. The name and address of the operator will appear on the first line of Section I of SB-502 and the names and addresses of landlords will appear in columns (f) and (g) of Section II of SB-502.



Column (2). If the farming unit consists of only one tract, obtain entries for this column from columns (h) and (i) of Section II of SB-502. If the farming unit consists of more than one tract, SB-405 should have been prepared and the entries for column (2) shall be obtained from column (7) of Section II of SB-405. The total of column (2) must equal 100.00.

#### I. Review of Applications

1. When an application is completed and ready for signature, all entries thereon shall be carefully checked and any errors corrected. Particular attention shall be directed to items 11 and 14 of Section III and the county committee must be certain that any entries which appear in such items have been circled unless the farming unit has been approved for an abandonment or deficiency payment, or both, as the case may be. In addition, the committee must be certain that statements designating the county or local producing areas within the county as abandonment and deficiency areas have been forwarded to the State committee, as provided in SB-512 (SR).

#### J. Signatures of Producers

1. The operator-producer and other producers on the farming unit should sign and enter the date of their signature after reading the representation in Section I.
2. Producers should be requested to sign their names exactly as they appear in Section V, column (1), except that if a name in Section V has been incorrectly spelled, the producer should sign his name correctly and the spelling in Section V shall be corrected. After a producer has signed, his signature must not be retraced.
3. If any producer was, either directly or indirectly, a processor of sugar beets in 1941, and if he has met the "fair price" condition for payment, he should be requested to sign in Section IV and enter the date of signature.

Note: The processor operating in Texas has not been determined to have met the "fair price" condition for payment and any applications on which this processor is named as a payee must not be certified for payment to such processor until further instructions are received from this office.

4. If a producer dies after the harvest of the sugar beets with respect to which application for payment is to be made and before the application is signed, the application shall be signed by the representative of the estate of such deceased producer, or by his heirs. Similarly, if a producer is declared incompetent by a court of competent jurisdiction during such period, the application shall be signed by the guardian of the estate of such incompetent person. If a producer dies or is declared incompetent after transmittal of the application to the State office but before payment is certified the State committee shall be requested to return such application to the county office and a new application shall be signed by the proper parties.

## K. Authorization of Fiduciaries

1. If a person signs an application in a representative or fiduciary capacity, it shall be the responsibility of the county committee to determine, in accordance with the instructions in effect under the agricultural conservation program, that such person is properly authorized to sign in such capacity. Such fiduciary must sign the application in the manner prescribed in ACP-16.

## L. Section VI. Certification of County Committee

1. When signatures have been affixed to the application in Section I, and in Section IV if required, a member of the county committee who is authorized to act on behalf of the county committee shall carefully examine the application to determine that it has been properly prepared in accordance with these instructions. If a correction has been made in any of the following items, such correction must be initialed by the county committeeman:
  - (a) Section II, items (1) to (6), inclusive, (8) and (10).
  - (b) Section III, items 1 to 5, inclusive, 8 and 9.
  - (c) Section V, columns (1) and (2).

Thereafter such county committeeman shall sign in the space provided in Section VI, using ink or indelible pencil.

2. If the signature of one or more of the producers on the farming unit could not be obtained because of failure to locate such producer(s) or because of their refusal to sign, or for any other reason, the county committeeman shall prepare and sign a statement setting forth in detail the reason for failure of the producer(s) to sign. Such signed statement shall be attached to the application.

## Part II. Transmittal to State Offices

- A. Before submitting applications to the State Office each such form should be carefully checked to determine that:
  1. All data have been correctly entered.
  2. Any corrections have been properly initialed.
  3. Each interested person has signed the application or there is a proper explanation as to why he has not done so.
  4. All signatures of applicants are genuine and agree with their names as printed on the application.
  5. A complete mail address is entered for each applicant who has signed the application.
  6. The signature of a member of the county committee has been affixed in the space provided.



- B. Applications shall be listed on Form SRS-6, Transmittal Sheet (Forms SR-415 shall be used until the supply is exhausted), for submission to the State office and the following notation shall be entered in the heading of such Forms SRS-6, "1941 Sugar Beet."
- C. The original and all copies of the applications with inserted carbons intact shall be submitted to the State office. The county offices and producer's copies will be returned to the county office after computations have been made thereon, at which time the producer's copy shall be delivered to the farm operator-producer.
- D. Applications suspended for correction should be listed on Forms SRS-6, with regular applications when ready for resubmission to the State office rather than being listed on separate Forms SRS-6.

### Part III. Preparation of Supplemental Applications

- A. If the signature of one or more of the producers on a farming unit could not be obtained on an application prior to submission of such application to the State office, and if one of such producers later is located and indicates his desire to make application for his share of the payment due under such application, a supplemental application shall be prepared. Such supplemental application shall be completed in every detail except that it shall be signed only by the producer who failed to sign the original application. Such application must be certified by a member of the county committee. The notation "Supp." shall be entered following the serial number of the application.
- B. Supplemental applications shall be carefully checked against the county office copies of the original applications. The instructions set forth herein relative to the initialing of corrections shall be followed in connection with any corrections made on a supplemental application.

### Part IV. Handling of Suspended Applications

- A. A correction of any of the basic data on the application must be initialed by the county committeeman who signed in Section VI, although if the county committeeman who signed in Section VI is not available at the time the suspended application is under consideration, such correction may be initialed by another member of the county committee, who should sign in Section VI above the signature of the committeeman who originally signed.

### Part V. Cases Involving Adjustments

- A. Errors Discovered Before Payment is Issued. If it is determined, after submission of an application to the State office and before payment is received, that an error was made in the preparation of such application, the State office shall be requested to return the application to the county office for correction. If necessary, a new application shall be prepared. However, in such case, the original incorrect application, as well as the new application, shall be submitted to the State office and a brief statement, signed by a member of the county committee, setting forth the reason for the correction, shall be attached to the corrected application.

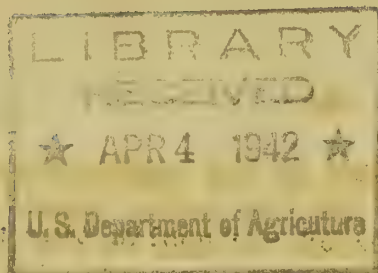
B. Handling of Adjustments, Undelivered Checks, Lost Checks, and Refunds.

Cases involving adjustments, cases involving checks which may not be delivered because of the death of the payees, failure to locate the payees or the refusal of the payees to accept such checks, cases involving lost, stolen, or destroyed checks, and cases involving refunds shall be handled in accordance with the procedure set forth in SRC-401 and supplements thereto. Specifically, it should be noted that Standard Form 1055 (and not ACP-103) will be used under the sugar beet program for cases of death, disappearance and incompetency, although it must be remembered that claims by creditors of a decedent shall not be recognized.

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Reserve



Issued February 7, 1942

SB-515(SR)

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION

SOUTHERN DIVISION

STATE OFFICE PROCEDURE FOR HANDLING APPLICATIONS FOR PAYMENT UNDER THE  
1941 SUGAR BEET PROGRAM

(Applicable only to the State of Texas)

1. GENERAL INSTRUCTIONS

- A. The instructions set forth in SRP-41, Part III, regarding the receipt and recording of applications, the handling of suspensions, the transmission of vouchers to the GAO, and the return of applications to county offices shall be followed in handling Forms SB-510, "Application for Payment -- 1941 Sugar Beet Program."
- B. In addition to the bulletins mentioned in subsection A, section I of SRP-41, Part III, it will be necessary that each employee be thoroughly familiar with the provisions of SB-513(SR), "Instructions for Preparation of Regular and Supplemental Applications for Payment and for Handling Suspended Applications for Payment and Applications for Payment Involving Adjustments - 1941 Sugar Beet Program."
- C. In lieu of the forms outlined in subsection C, section I of SRP-41, Part III, it will be necessary for each employee to be familiar with each of the following forms (hereinafter referred to by form number):

Form SB-502, "Farming Unit Report"  
Form SB-405, "Supplement to Farming Unit Report"  
Form SB-507, "1941 Sugar Beet Marketing Report"  
Form SB-509, "Listing Sheet, 1941 Sugar Beet Program"  
Form SB-510, "Application for Payment - 1941 Sugar Beet Program"  
Form SB-517, "Proportionate Shares or Acreage Allotments - 1941 Sugar Beet Program"

- D. Due to the limited number of applications to be handled it is suggested that the functions of the Examining, Suspension, and Computing Units be combined into one Unit.
- E. Form SR-419 shall be used in submitting reports on the number of applications handled. This report must be prepared and forwarded in duplicate as of the close of business for the last day of each month until approximately 95% of the applications have been certified after which time no further report need be submitted until all applications have been certified.

F. The original and all three copies of the application must be received from the county office with the carbon paper intact. In examining an application all copies as well as the original must be examined to determine that they are in agreement, except that:

1. Any corrections properly initialed by a county committeeman on the original application which have not been entered on the copies shall be entered thereon in the State office and initialed by the clerk making such corrections.

G. Applications must be examined in their entirety in order to determine all reasons for suspension.

H. A correction in any of the following items must have been initialed by a county committeeman who signed in section VI:

1. Section II, items (1) to (6), inclusive, (8) and (10).
2. Section III, items 1 to 5, inclusive, 8 and 9.
3. Section V, columns (1) and (2).

Corrections in any other items need not have been initialed.

I. If a correction is made in the State Office in any of the items listed in the foregoing paragraph H, the application must be returned to the county committee for initialing. Corrections by the State office in other items will not require suspension, although the county committee shall be notified of such corrections.

J. All data entered in Section II of the application and all data in Section III except items 5, 6, 16, and 17, must be entered in tenths. Data in Section III, items 5, 16, and 17, and in Section V, columns (2) and (3), must be entered in hundredths, and data in Section III, item 6, in thousandths. Decimals must have been rounded as set forth in SB-513(SR).

K. All cases of a doubtful nature and all those on which any information or data appear questionable shall be referred to the respective unit supervisor.

## II. EXAMINATION OF APPLICATIONS

A. Identification. Determine that in the upper right corner there have been entered the State and county code and serial number, the name of the operator-producer, and the name of the beet sugar factory.

B. Date application was filed. No date need appear in this space unless the application is submitted to the GAO after June 30, 1943.



C. Section I - Application and Certification of Producers.

1. The signatures of the producers must appear in the spaces provided in Section I, and such signatures must be acceptable under the instructions issued relative to signatures on applications for payment under the agricultural conservation program. The signatures must be in the same style as the printed names of the producers in section V, except as provided in instructions with respect to the agricultural conservation program.
2. Signatures of agents or other fiduciaries appearing in sections I and IV must have been affixed in accordance with the instructions in ACP-16, "Instructions on Signatures and Authorizations." Documentary evidence of appointments of agents and other fiduciaries need not be attached to applications.
3. The date of signing should have been entered opposite each signature.

D. Section II - Required Farming Practices.

1. One or more entries must appear in items (1) to (6), inclusive, of column (a).
2. An entry must appear in item (7), column (a), and another may appear in item (7), column (b). Such entry must equal the sum of the entries in items (1) to (6), inclusive, in the appropriate column.
3. If an entry appears in item (8), the entry in item (9) must equal the result obtained by subtracting the entry in item (8) from the entry in item (7), column (b).
4. If an entry appears in item (10), the entry in item (11) must equal 75% of such entry.
5. An entry must appear in item (12) and such entry must equal the sum of the entry in item (7), column (a) and smaller of the entries in items (9) and (11), column (b).
6. The entry in item (12) must equal or exceed the entry in item 2 of section III.

E. Section III - Computation of Payment.

1. In item 1 there must appear the original proportionate share or acreage allotment established for the farming unit, as shown in column 4 of SB-517.

Note: In some cases, original allotments will have been combined or divided. In such cases the county committee will have attached to the application a statement explaining the combination or division. If such explanation is satisfactory, the data on SB-517 shall be corrected.

2. In item 2 there must appear the acreage of sugar beets planted on the farming unit for harvest in 1941 for the extraction of sugar. In some instances, this entry may exceed the entry in item 1.
3. In item 3 there must appear the number of acres of sugar beets harvested for the extraction of sugar. This entry must not exceed the entry in item 2.
4. In item 4 there must appear the tonnage of sugar beets marketed (or processed by the producer) for the extraction of sugar. If the entry in item 3 exceeds the entry in item 1, there should be two entries in item 4. One entry, representing the total tonnage of beets marketed from the farming unit should be circled. The other entry in item 4 must equal the result obtained by dividing the circled entry in item 4 by the entry in item 3 and multiplying this figure by the entry in item 1.
5. In item 5(a) the percentage of sugar content of sugar beets must appear. An entry must not appear in item 5(b).
6. Determine that the entry in item 6 is the correct rate of commercially recoverable sugar per ton of sugar beets as shown on SB-416 (issued under the 1940 sugar beet program) for sugar beets of the same percentage of sugar content as that shown in item 5(a).
7. In item 7 there must appear the result of the multiplication of the uncircled entry in item 4 by the entry in item 6.
8. In item 8 there must appear the normal yield of commercially recoverable sugar per acre, which must agree with the entry for the farming unit as shown on SB-509.
9. In item 9 there must appear the number of abandoned acres, if any.
  - (a) If an abandonment payment has been approved by the county committee, the entry in item 9 plus the entry in item 3 must not exceed the entry in item 1.
  - (b) Where an abandonment payment is not approved by the county committee the entry in item 11, if any, will have been circled. If an abandonment payment is ap-



proved by the county committee, the cause of the abandonment must have been entered in the space provided beneath item 9. The cause entered must be one or more of the following: drought, flood, storm, freeze, disease, or insects. In addition, it must be determined that there is on file in the State office a statement from the county committee designating the county or a local producing area within the county as an "abandonment and deficiency" area and in the case of a local producing area, that the farming unit covered by the application is within such area.

10. Verify the entries in items 10, 11, 12, 13, and in item 14, if any, in accordance with the instructions on the form, except that if item 3 exceeds item 1, the entry in item 12 must equal the result obtained by multiplying the entry in item 1 by the entry in item 8.
11. If an entry appears in item 14, such entry must be the result obtained by subtracting the entry in item 7 from the entry in item 13. Where a deficiency payment is not approved by the county committee the entry in item 14, if any, will have been circled. If a deficiency payment is approved by the county committee, the cause of the deficiency must have been entered in the space provided beneath item 14 and must be one or more of the following: drought, flood, storm, freeze, disease, or insects. In addition, it must be determined that there is on file in the State office a statement from the county committee designating the county or a local producing area within the county as an "abandonment and deficiency" area and in the case of a local producing area, that the farming unit covered by the application is within such area.
12. Verify the entry in item 15 in accordance with instructions on the form.
13. Item 16, Section III. Enter in this item the result of the multiplication of the entry in item 15 by \$0.60.
14. Item 17, Section III,
  - (a) Enter after words "deduction of" the rate of deduction for county association expenses.
  - (b) Enter after the dollar symbol the result of the multiplication of the entry in item 16 by the percentage obtained by subtracting the rate of deduction for county association expenses from 100%.
15. Column (3), Section V.
  - (a) Enter on each line in column (3) the result of the multiplication of the entry on such line in column (2) by the entry in item 17, Section III.



- (b) Enter in the space for the total of column (3), the total of the amounts not circled in such column, and determine that such total plus the total of any circled amounts in such column does not vary from the entry in item 17, section III, by more than 10 cents.

F. Section IV - Certification of Producer-Processor.

1. If there was any producer on the farm in 1941 who was also, either directly or indirectly, a processor of sugar beets in 1941, the name of the sugar company with which such producer was connected will appear on the second line and the signature of the producer-processor will appear in the space provided. The date of signing should also appear.

Note: Pending further advice from the AAA, no payment shall be certified to any producer-processor. However, payment may be certified to another producer on a farming unit in which a producer-processor has an interest. In such a case, the amount due the producer-processor, as shown in Section V, shall be circled.

G. Section V - Distribution of Payment to Producers.

1. In column (1) there must appear the names and addresses of all producers who are entitled to share in the payment.
2. In column (2) there must appear the percentage share of the 1941 crop to which each producer whose name appears in column (1) is entitled. Percentage entries must be expressed in hundredths.
3. Verify the total of column (2). Such total must equal 100.00.
4. If the name of a producer appears in column (1) and the signature of such producer does not appear in section I, there must be attached an explanation signed by a member of the county committee showing the reason for the failure of such producer to sign.

(a) The person designated by the State committee shall determine the acceptability of the explanation, and if such explanation is not acceptable, the application shall then be suspended. If no explanation is submitted, the application likewise shall be suspended.

- (b) The space provided for an entry in column (3) opposite the name of such producer shall be circled.



H. Section VI - Certification of County Committee. The certification must have been signed on behalf of the county committee by a member thereof. The person signing must not be an applicant on such application.

I. Approval of Applications. All applications in the lot which are acceptable in accordance with this procedure shall be initialed by the clerk who examined them.

### III. PREPARATION AND DISTRIBUTION OF VOUCHER AND SCHEDULE FORMS

A. Forms S-1-Revised, S-2-Revised, and S-3-Revised shall be prepared and distributed under the 1941 Sugar Beet Program in accordance with the procedure followed under the 1940 Sugar Beet Program. The appropriation to be entered on Form S-2-Revised is as follows:

122/32205(21)3 - (Division, State, and County Codes) -  
Administration of the Sugar Act of 1937, Department  
of Agriculture; fiscal year 1942-1943, (Agricultural  
Adjustment Administration) (Payments to Producers).

### IV. SET-OFFS AGAINST SUGAR BEET PAYMENTS

The set-off procedure in connection with the 1941 Agricultural Conservation procedure shall be followed in making set-offs against sugar beet payments, except that the appropriation will be different.



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